PENNSYLVANIA TURNPIKE COMMISSION

Card Control System

Application User's Manual

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1. Introduction

This document is the Users Manual for the Card Control Replacement System. Its purpose is to describe how to run the normal processing of the Card Control Center through the Card Control Application.

1.1. System Purpose

The purpose of the Card Control Replacement System is to provide the means to maintain account and card information relating to Charge, Special Revenue, Non Revenue, Tour, Function and EmployeeID cards. The Card Control application also generates Charge, Non Revenue, Tour and Function cards. (EmployeeID cards are generated through the BadgeID portion of the process using the IVIS application.) This system also creates a positive list used for verifying cards at the PTC lanes. The Card Control Replacement System also provides data to other PTC systems, creates various reports, letters and mailing labels for mailings to customers.

1.2. Functional Description

A charge account is established and maintained for the purpose of billing the account for passages that have been charged. (These accounts are no longer created.) Associated with each account are the cards issued for that account. Non-revenue accounts are also established and have cards associated with them for the purpose of Non Turnpike Non Revenue consultants, contractors

The purpose of the Card Print Application is to manufacture cards that have been requested in the Card Control Application. This application manufactures all card types except Photo Employee ID cards.

1.3. Application Description

The Card Control Application is a menu driven system. The menu that is presented to you when you sign onto the application is a Menu Bar. From that Menu Bar, you can select what subsystem of the Card Control Application that you want to work with.

2. Diagram of CCRS Application Menus and Submenus

PTC CARD CONTROL APPLICATION										
File	**Charge**		**Non Revenue**		**Employee IDs**		**Tour and Function**		**Utilities**	
Find Account	Existing Accounts		Existing Accounts		Existing IDs		Existing Cards		Manage User Security	
Find Card	New Account		New Accounts		New IDs		New Cards		Print Cards	
Lost-Stolen-Reprint							Assign Summer Help Cards		View Positive List History	
Exit							Reset Summer Help Tour Cards		Mass Delete Expired Charge Cards	

Special Revenue	**Operator Functions**	**Help**
Existing Accounts	Positive List Extract	View User's Manual
New Accounts	Enhanced Toll Host Extract	About
	View Operator Log	

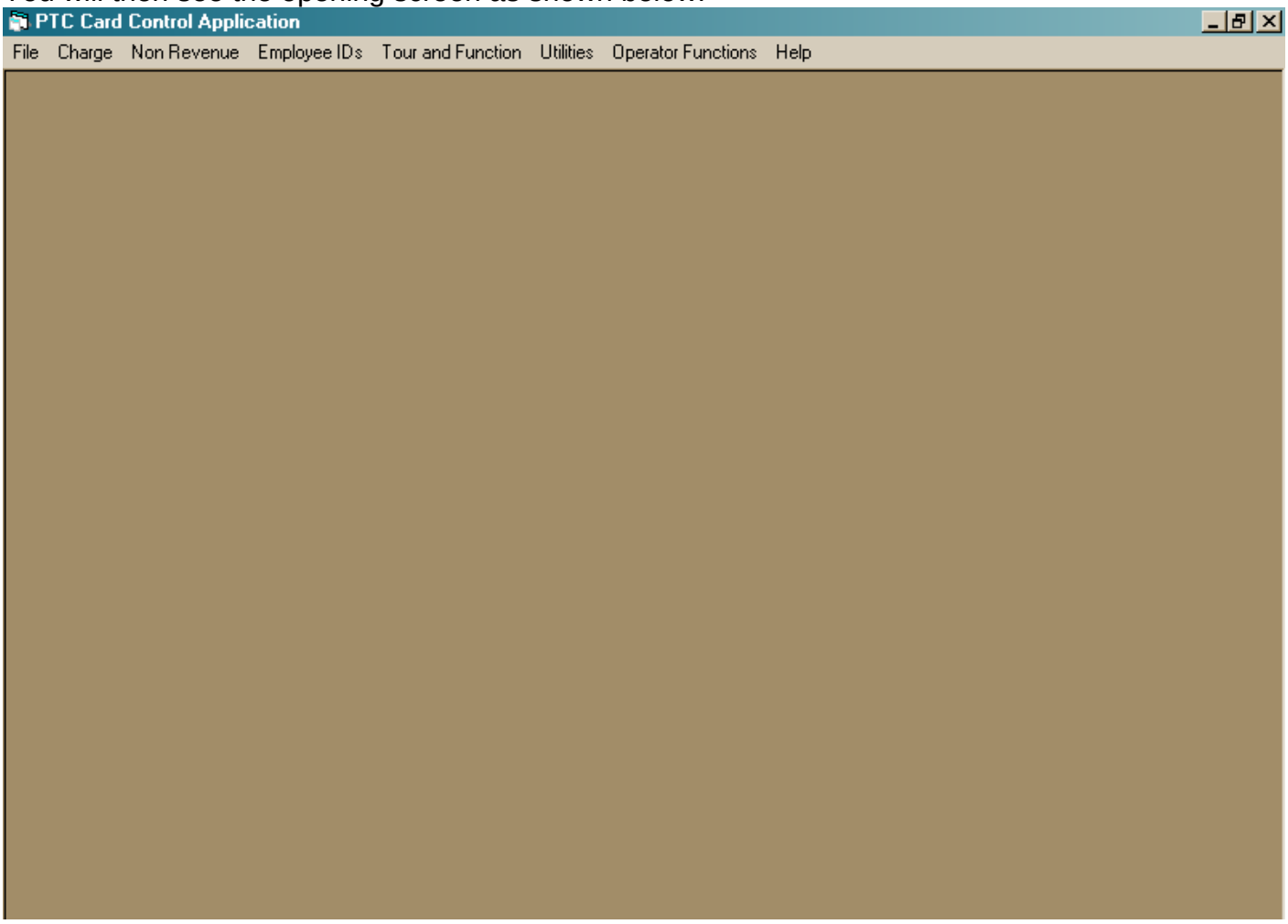
3. Access to the CCRS Card Control Application

Anyone who does not currently have access to the application must submit a security request to the 'Security Administration' email group. Once the user is granted access to the directory in which the application is located, the person(s) with administrative rights within the application itself can add a new user. Since this application is now checking the Personnel numbers against the SAP HCM system this access is also required. The application shortcut to the Card Control system will be pushed to the new user's desktop. The new user can then access the application.

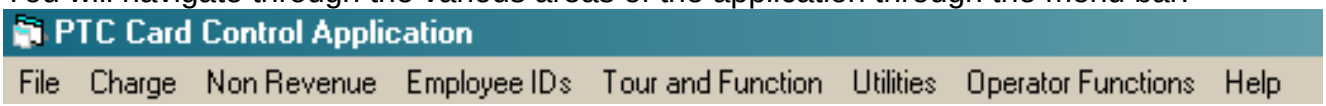
3.1. Opening the Card Control Application

Double clicking the icon for the Card Control Application will perform the startup process to gain access to the Card Control system.

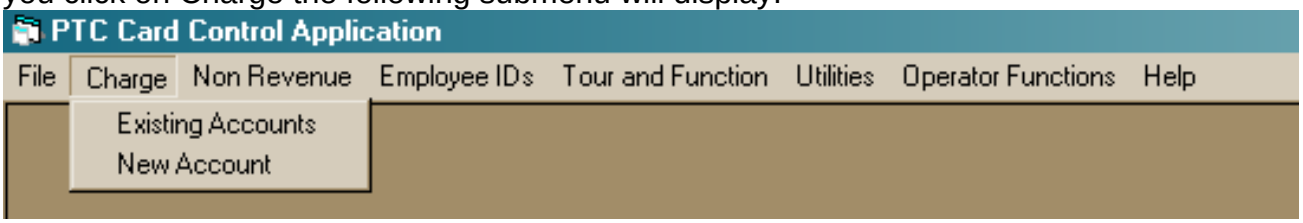
You will then see the opening screen as shown below.



You will navigate through the various areas of the application through the menu bar:



By clicking on one of the menu options, a list of submenu options will display. For example, if you click on Charge the following submenu will display:



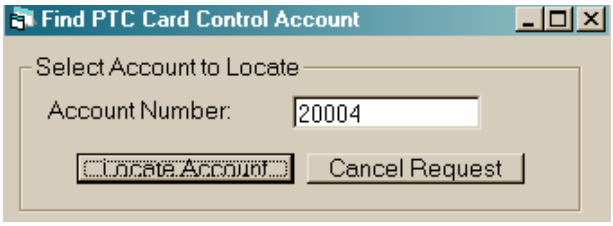
The submenu options in this example are 'Existing Accounts' and 'New Account'. Clicking one of these selections will open the screen particular to that option.

4. Find

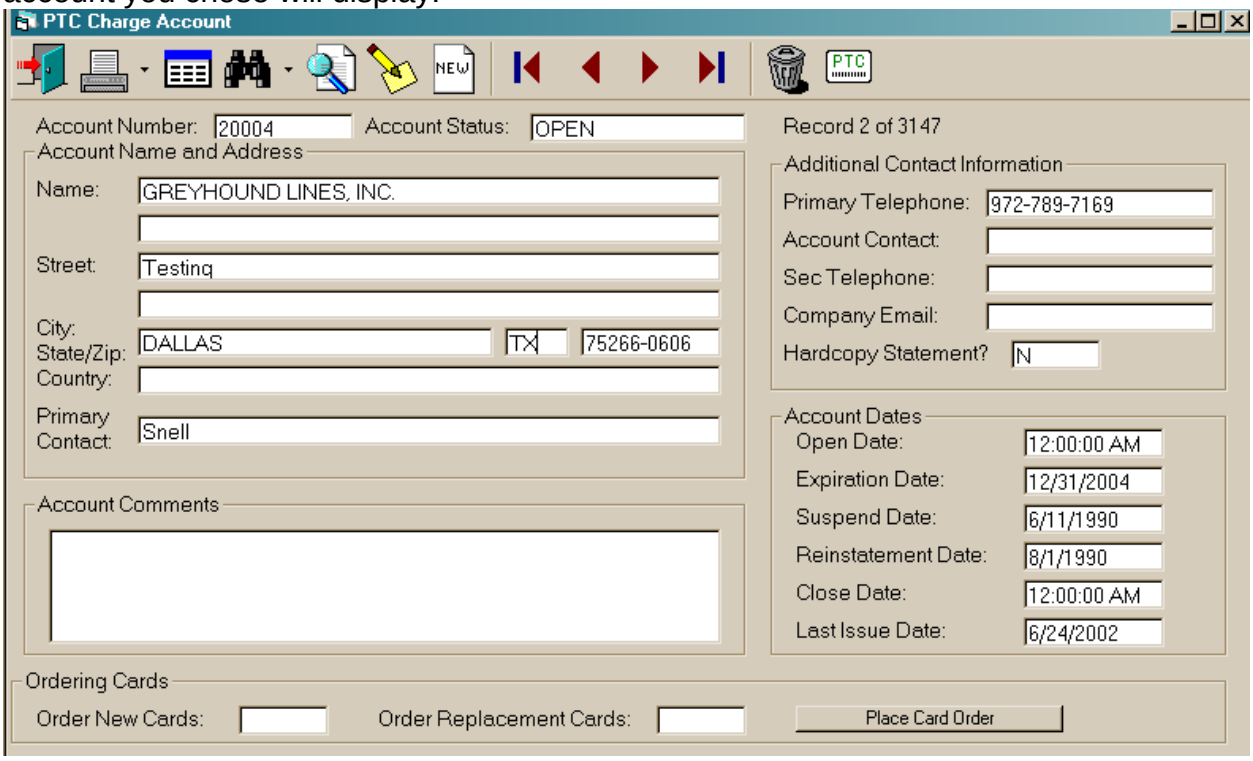
4.1. Find Account (by Number)

4.1.1. Find Charge Account (through Find Account)

From the main menu choose the 'File' option.
Choose the 'Find Account' option from the sub-menu.
Enter a 5-digit account number for the charge account you seek.



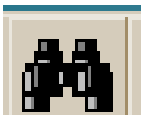
Click the 'Locate Account' button. The 'PTC Charge Account' screen for the Charge account you chose will display.



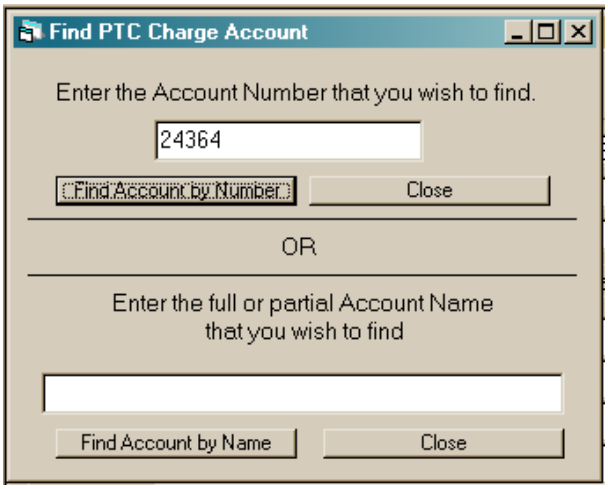
Select the exit button to leave the 'PTC Charge Account' screen.

4.1.2. Find Charge Account (through Existing Account) on Account Number

From the main menu choose the 'Charge' option.
Choose the 'Existing Accounts' option from the sub-menu.
Select the 'Find an Account' button.



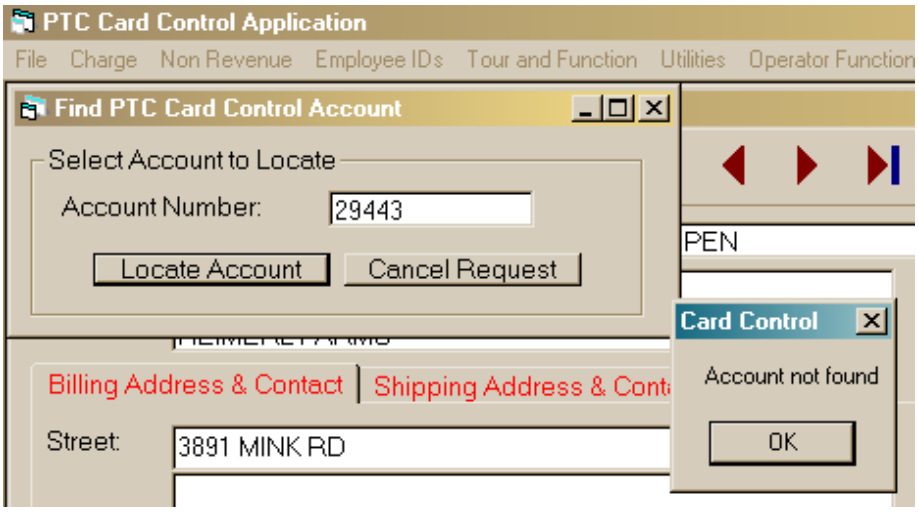
Enter a 5-digit account number for the charge account you seek.



Click the 'Find Account by Number' button.

4.1.3. Find on a Charge Account Number Not Found

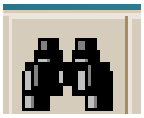
If the account number cannot be found in the CCRS system a message box will display with the following message: 'Account not found.'



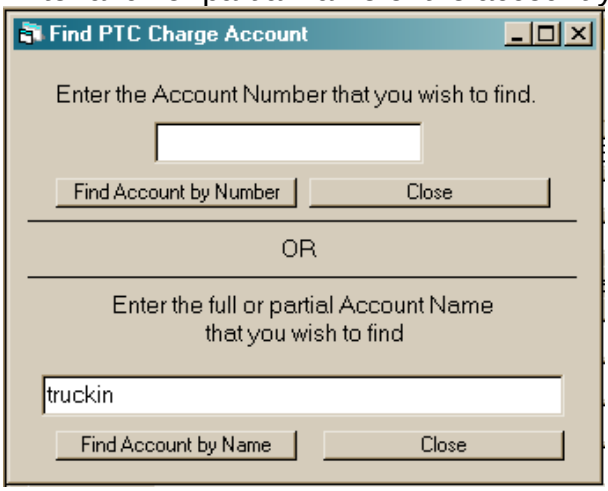
4.2. Find Account (by Name)

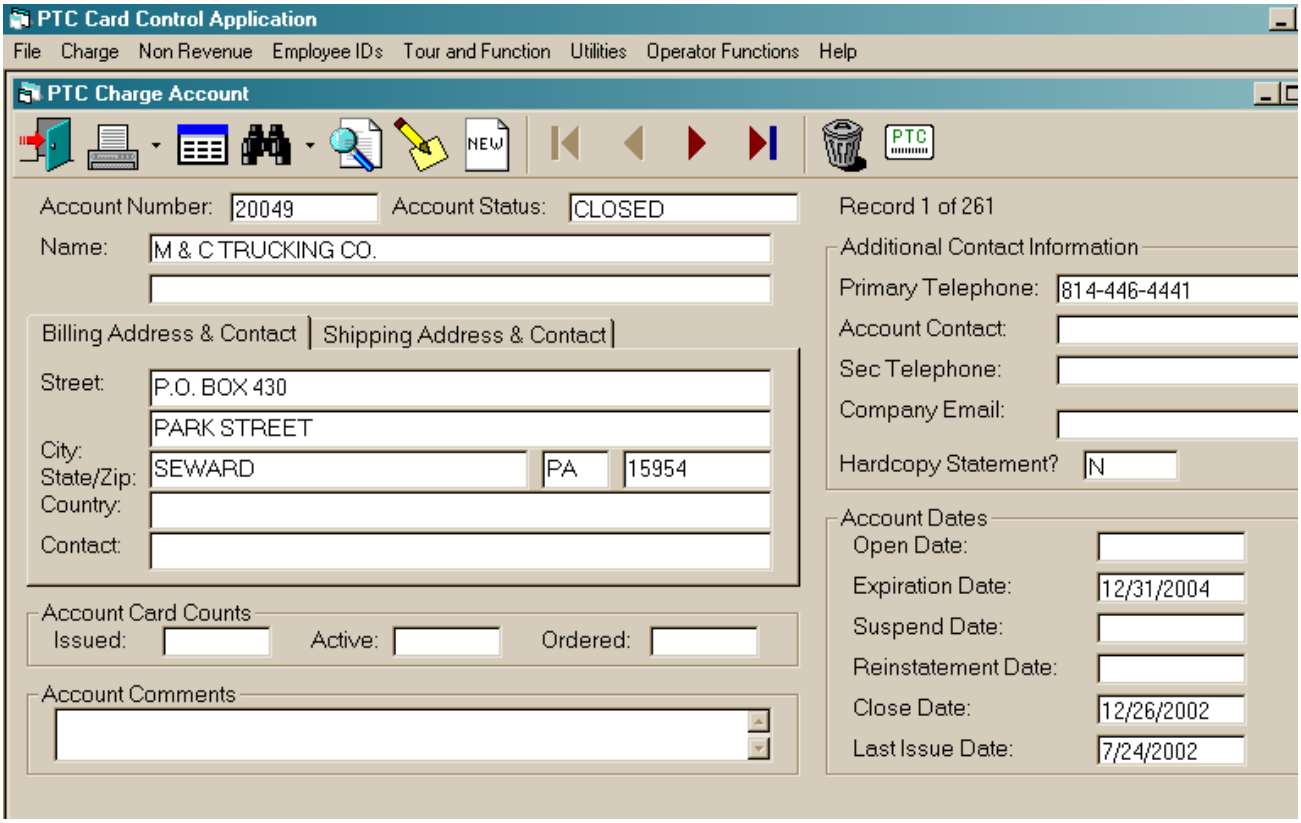
4.2.1. Find Charge Account (through Existing Account) on Partial or Full Account Name

From the main menu choose the 'Charge' option.
Choose the 'Existing Accounts' option from the sub-menu.
Select the 'Find an Account' button.



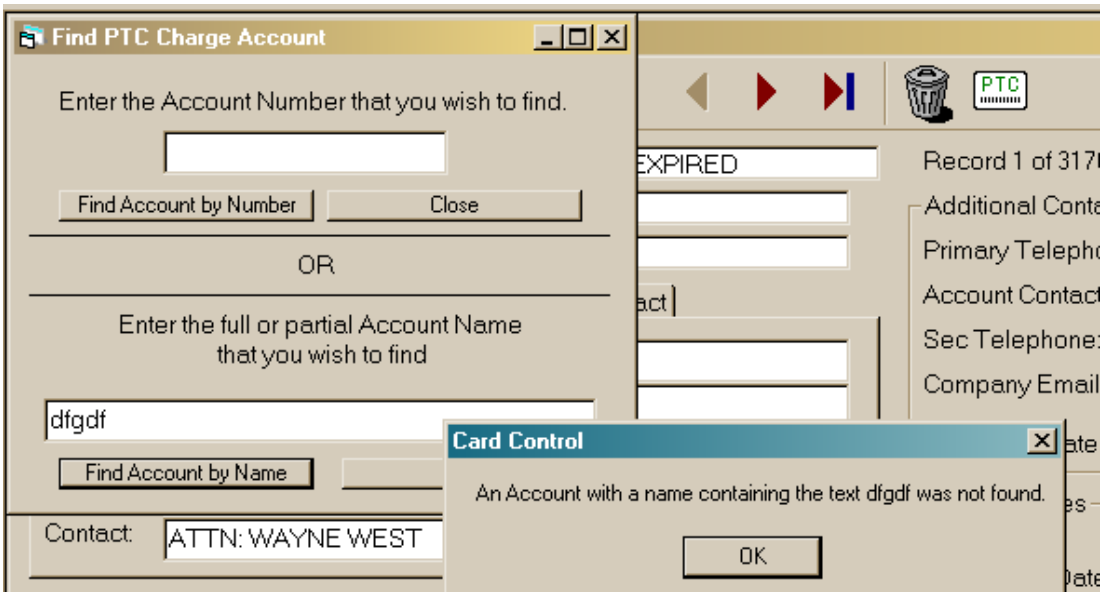
Enter a full or partial name of the account you are looking for.





4.2.2. Find on a Charge Account Name Not Found

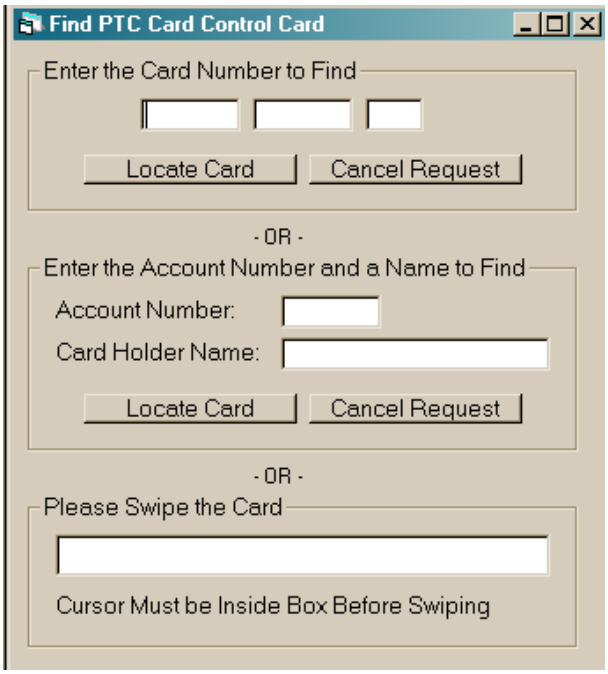
If the account name cannot be found in the CCRS system a message box will display with the following message: 'An Account with a name containing the text _____ Was not found.'



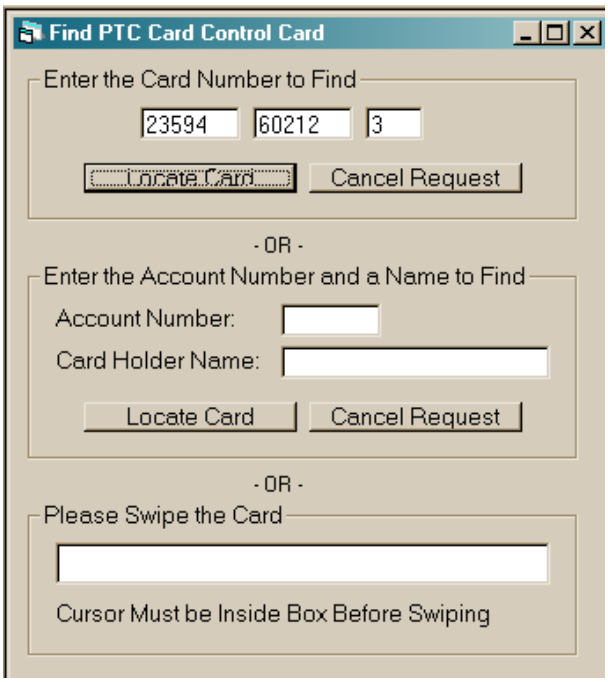
4.3. Find Charge Card

4.3.1. Find by Card Number

From the main menu choose the 'File' option.
Choose the 'Find Card' option from the sub-menu.
Under the 'Enter the Card Number to Find' message, type the card number in the entry box. Enter the account and sequence numbers in the first and second boxes. The third box will display a check digit calculated by the system.

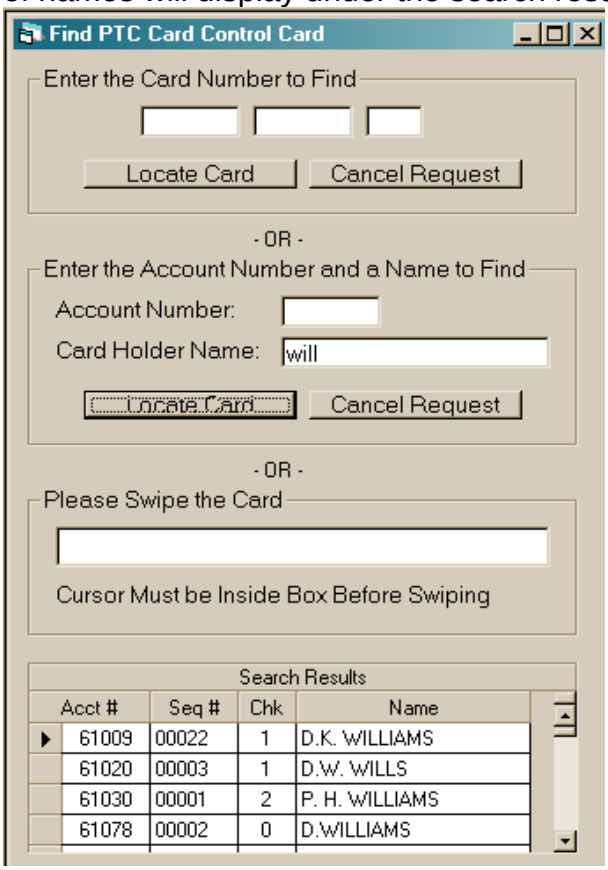


Click the 'Locate Card' button.



4.3.2. Find by Card Holder Name

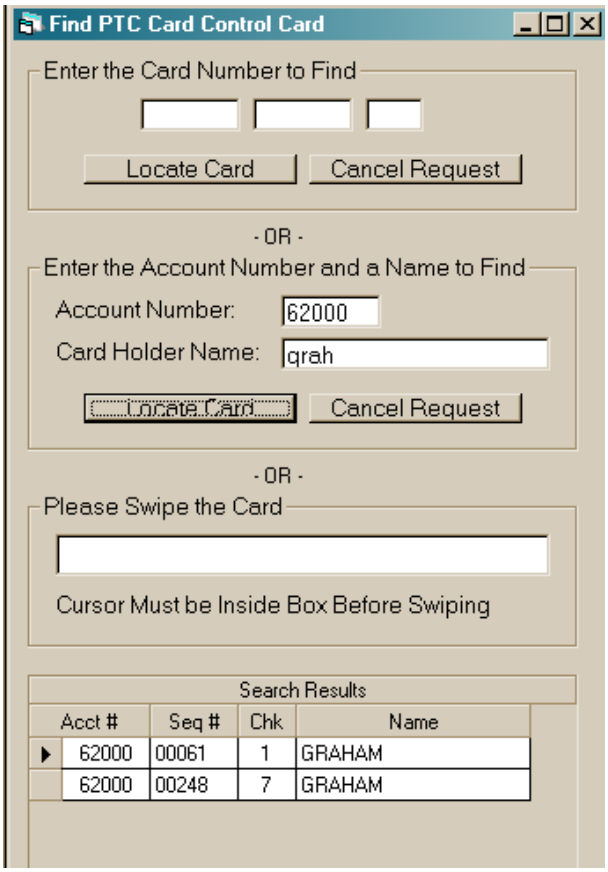
From the main menu choose the 'File' option.
Choose the 'Find Card' option from the sub-menu.
Enter a partial Card Holder Name only. If there is more than one possible match, a list of names will display under the search results.


Find PTC Card Control Card
Enter the Card Number to Find
Locate Card
Cancel Request
- OR -
Enter the Account Number and a Name to Find
Account Number:
Card Holder Name:
will
Locate Card
Cancel Request
- OR -
Please Swipe the Card
Cursor Must be Inside Box Before Swiping
Search Results
Acct # Seq # Chk Name
61009 00022 1 D.K. WILLIAMS
61020 00003 1 D.W. WILLS
61030 00001 2 P. H. WILLIAMS
61078 00002 0 D.WILLIAMS

You may then click on the Account # portion of the card number to pull up the card information.

4.3.3. Find by Account Number and Card Holder Name

From the main menu choose the 'File' option.
Choose the 'Find Card' option from the sub-menu.
Enter a partial Card Holder Name and Account Number. If there is more than one possible match, a list of names will display under the search results.



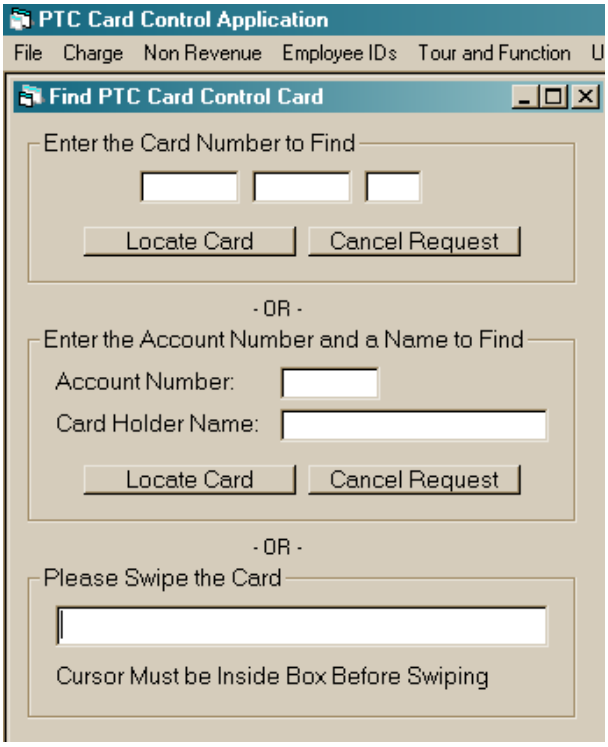
You may then click on the Account # portion of the card number to pull up the card information.

4.3.4. Find by Account Number

You may NOT find just by account number through the Find Card function. What you can do is find an account and browse the cards for that account.

4.3.5. Find by Swiping Card on Magscan Reader

From the main menu choose the 'File' option.
Choose the 'Find Card' option from the sub-menu.

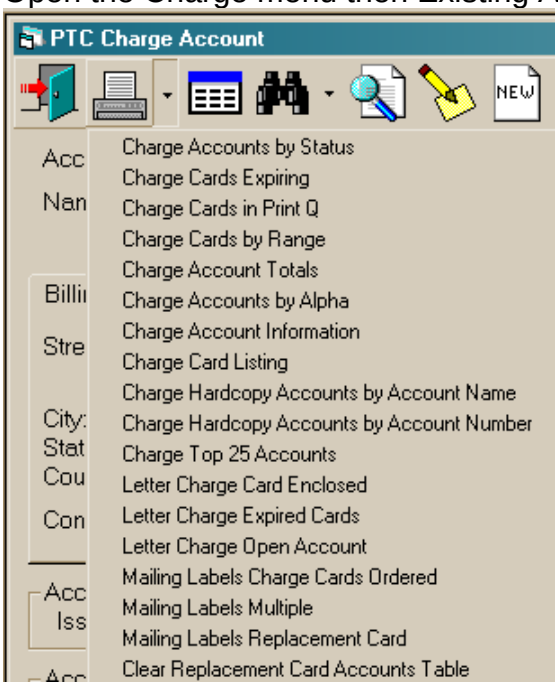


Put your cursor in the box under 'Please Swipe the Card'.
Swipe the card in the reader.
If the card is currently in the system, the card screen with information will be displayed.
If the card is not in the system, then a message is displayed that the card does not exist.

5. Reports

NOTE**: The current version of the system may pause printing cards while the application displays a preview of a report. This is an application issue that is currently being looked into.

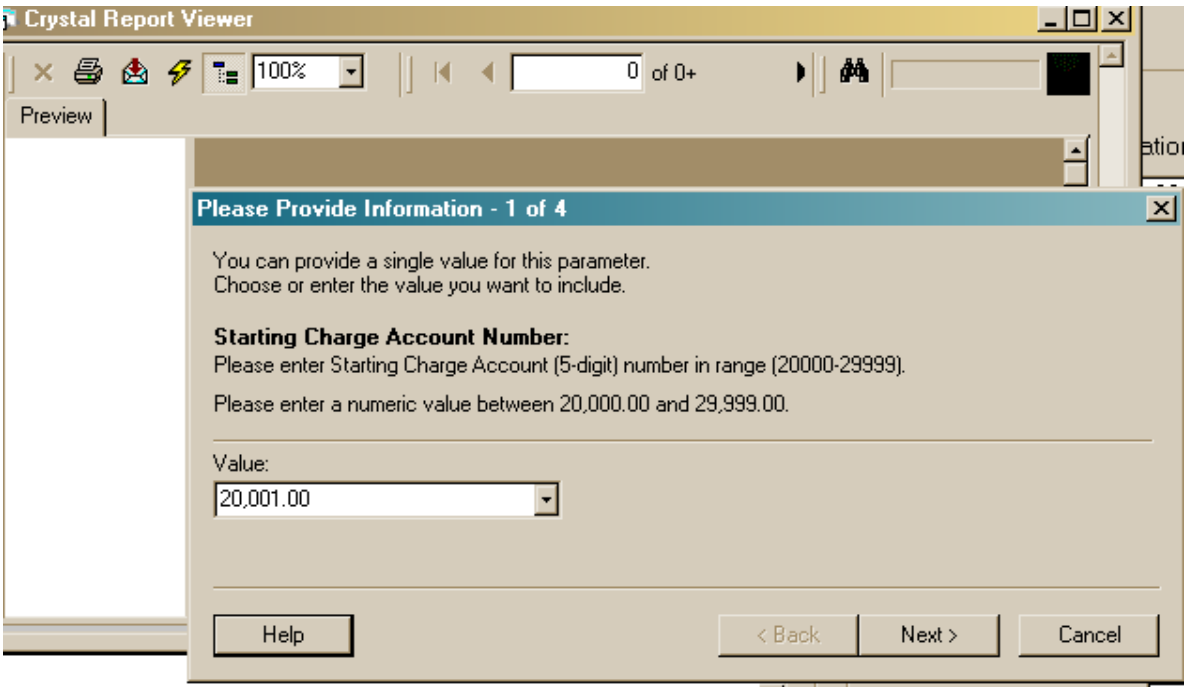
Open the Charge menu then Existing Accounts. Select the arrow next to the Print button.



Click on the report you wish to see or print.

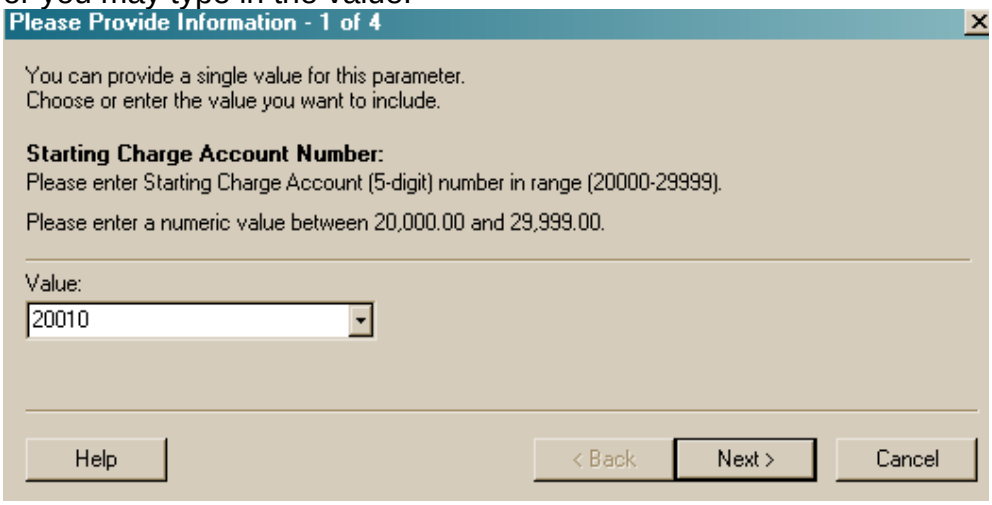
5.1. Crystal Report Viewer

The Crystal Report Viewer will open. It may prompt you for more data as in the example below:

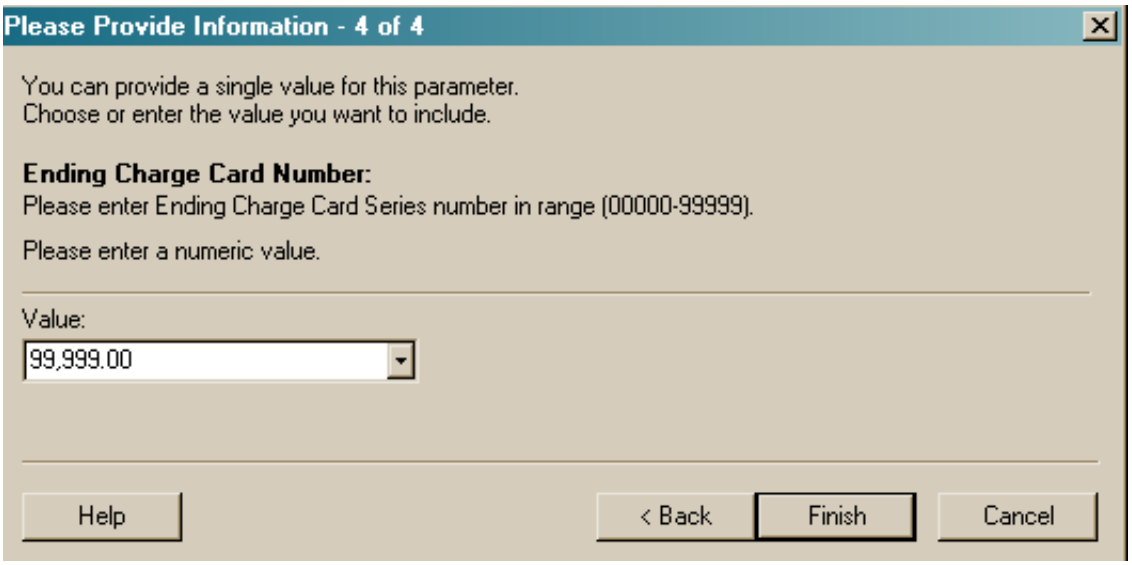

Crystal Report Viewer
100%
0 of 0+
Preview
Please Provide Information - 1 of 4
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Starting Charge Account Number:
Please enter Starting Charge Account (5-digit) number in range (20000-29999).
Please enter a numeric value between 20,000.00 and 29,999.00.
Value:
20,001.00
Help
< Back
Next >
Cancel

5.1.1. Parameters

You may choose the arrow next to the value box to see if options are provided for you, or you may type in the value.

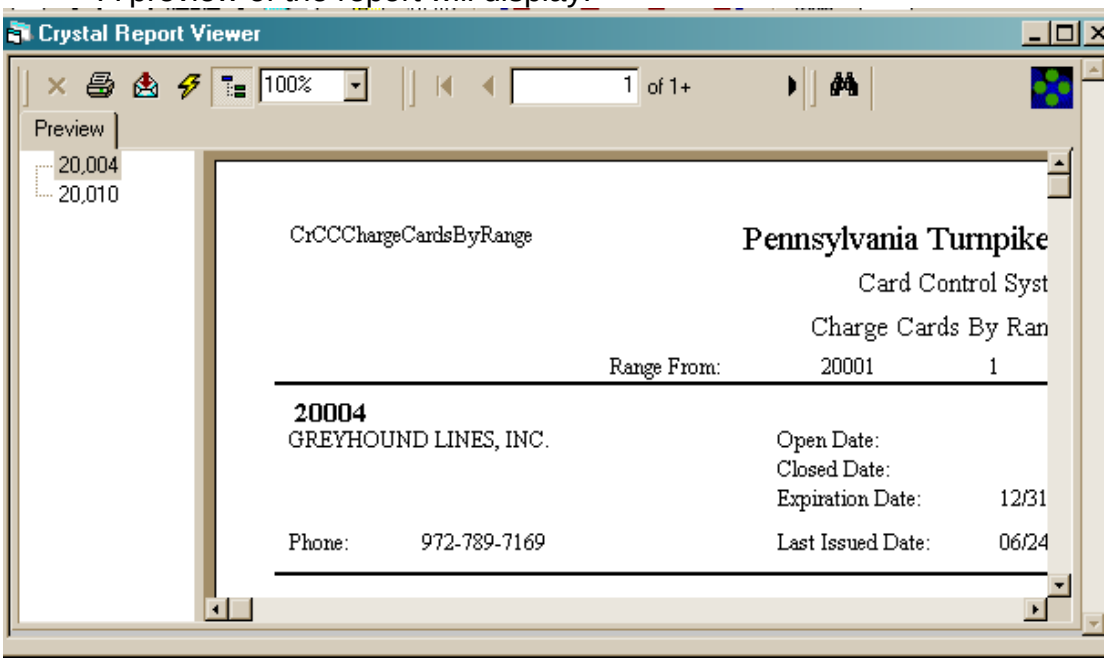

Please Provide Information - 1 of 4
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Starting Charge Account Number:
Please enter Starting Charge Account (5-digit) number in range (20000-29999).
Please enter a numeric value between 20,000.00 and 29,999.00.
Value:
20010
Help
< Back
Next >
Cancel

Click Next or Finish.
Do this for all prompts until you reach Finish.

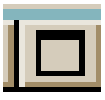

Please Provide Information - 4 of 4
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Ending Charge Card Number:
Please enter Ending Charge Card Series number in range (00000-99999).
Please enter a numeric value.
Value:
99,999.00
Help
< Back
Finish
Cancel

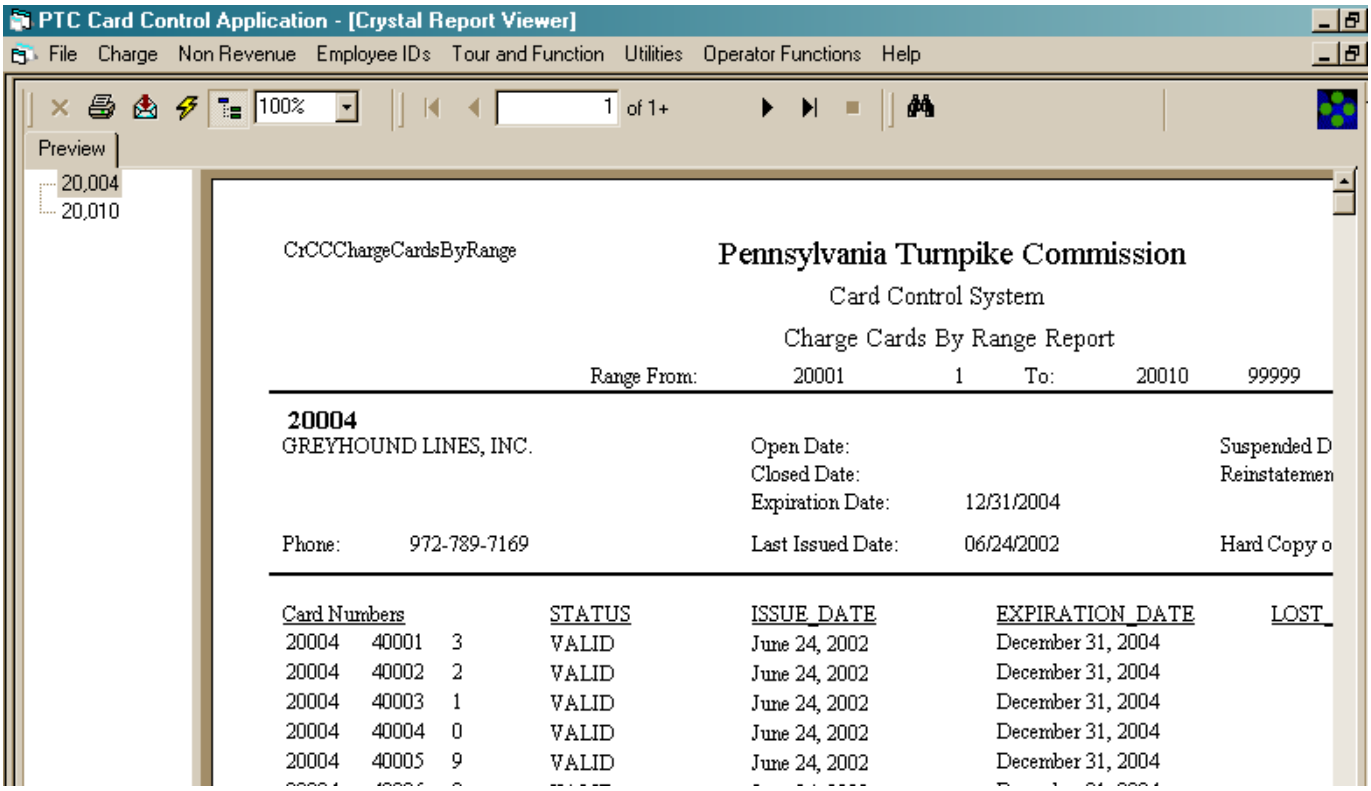
Click Finish.

A preview of the report will display.



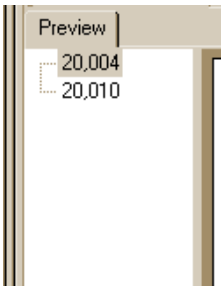
Click on the maximize button in the upper right hand portion of the Crystal Report Viewer to see the view in full screen mode.




PTC Card Control Application - [Crystal Report Viewer]
File Charge Non Revenue Employee IDs Tour and Function Utilities Operator Functions Help
100%
1 of 1+
Preview
20,004
20,010
CrCCChargeCardsByRange
Pennsylvania Turnpike Commission
Card Control System
Charge Cards By Range Report
Range From: 20001 1 To: 20010 99999
20004
GREYHOUND LINES, INC.
Open Date:
Closed Date:
Expiration Date: 12/31/2004
Phone: 972-789-7169
Last Issued Date: 06/24/2002
Card Numbers STATUS ISSUE_DATE EXPIRATION_DATE LOST_
20004 40001 3 VALID June 24, 2002 December 31, 2004
20004 40002 2 VALID June 24, 2002 December 31, 2004
20004 40003 1 VALID June 24, 2002 December 31, 2004
20004 40004 0 VALID June 24, 2002 December 31, 2004
20004 40005 9 VALID June 24, 2002 December 31, 2004

5.1.2. Preview Tab

If you have a list of account numbers under the preview tab in the window, then you will be able to click on any of those account numbers to go directly to that account's information within that report.



5.1.3. Printing the Report

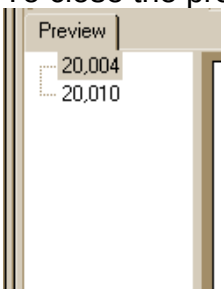
To print the report, select the print button.

5.1.4. Refresh the Report Data

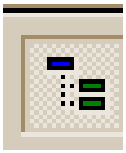
To refresh the data or bring up the same report using different parameters, select the refresh (lightning bolt) icon.

5.1.5. Remove Preview Pane from View

To close the preview pane when viewing the report in the Crystal viewer,



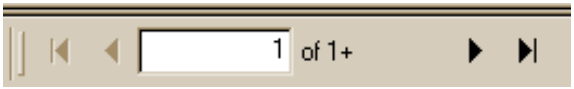
click on the following icon.



To make the preview pane return click on the same icon again.

5.1.6. Number of Report Pages

If the number of pages reads similar to 1 of 1**+** then that means there are more pages than 1.



Click on the right most arrow

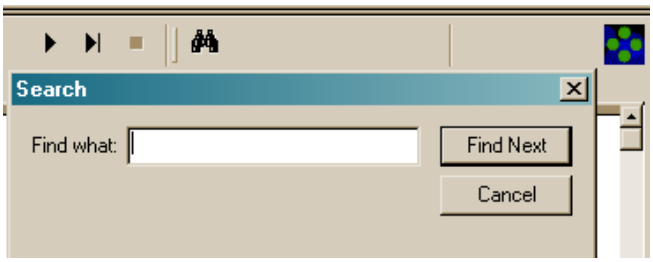
to see the last page and the total number of pages will display.

To move forward one page click the right arrow without the line.

To move back one page click on the left arrow without the line.

To move back to the first page in the report click on the left arrow with the line.

Click on the binoculars icon to do a find on a particular account. (This works on some reports.)



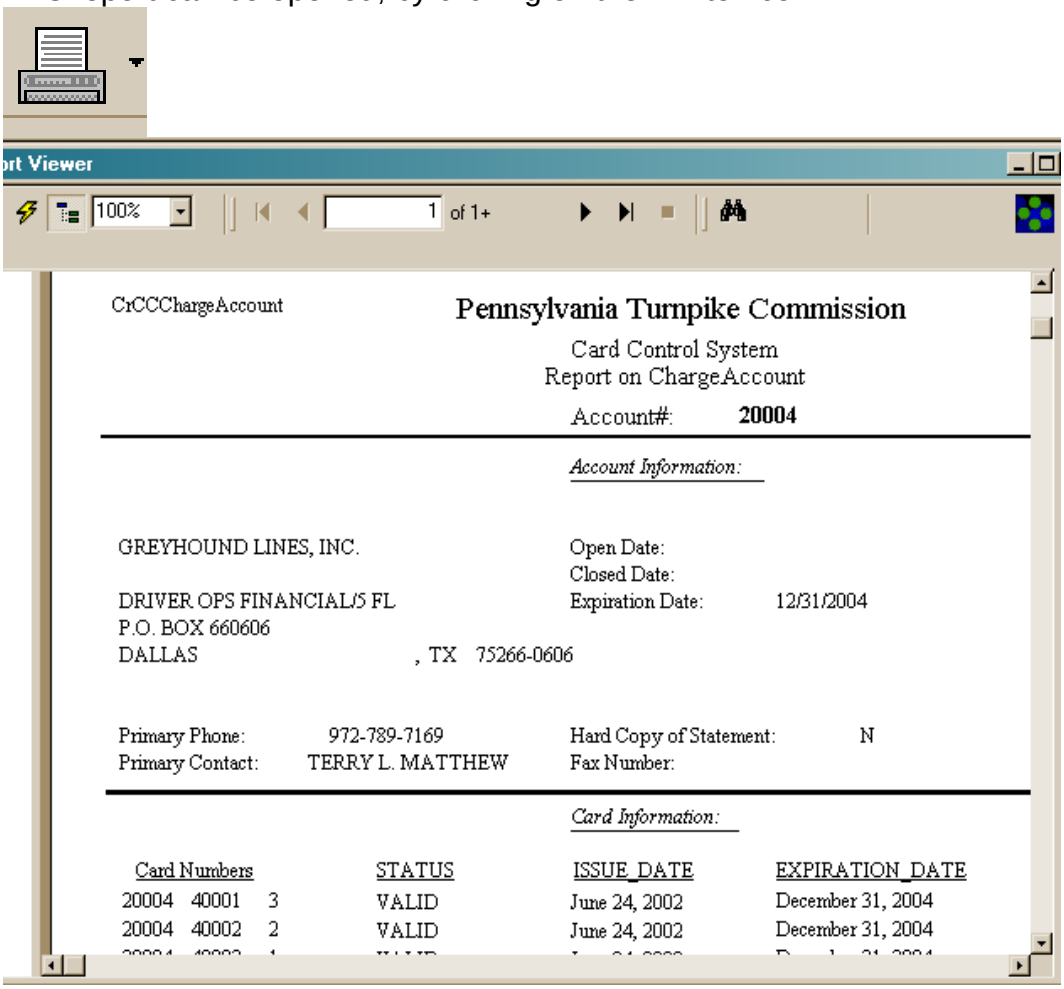
5.2. Charge Reports

From the main menu choose the 'Charge' option.
Choose the 'Existing Accounts' option from the sub-menu.

5.2.1. Charge Reports Found on Accounts Screen

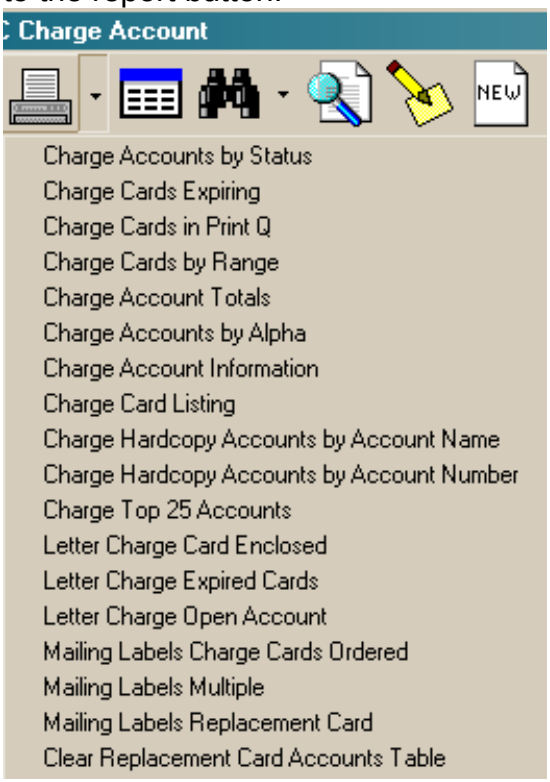
5.2.1.1. Report on Charge Account (CrCCChargeAccount)

This report lists account and card information. It is not sent to customers.
This report can be opened, by clicking on the Printer icon.



It contains account information (with exception of shipping information) as well as a listing of cards and card information associated with the account chosen before selecting the report (printer icon) button.

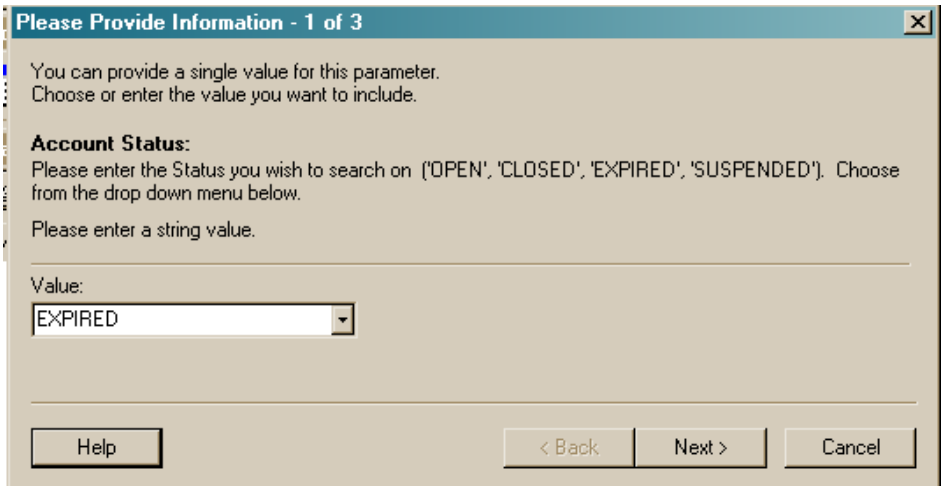
All other Charge Account Reports can be reached by selecting the arrow next to the report button.



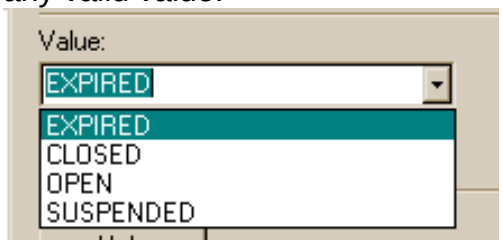
5.2.1.2. Charge Accounts by Status (CrCCChargeAcctsbyStatus)

This report lists accounts with a specific status. This report is used internally and not sent to customers.

You will be prompted for the status you wish to report on:

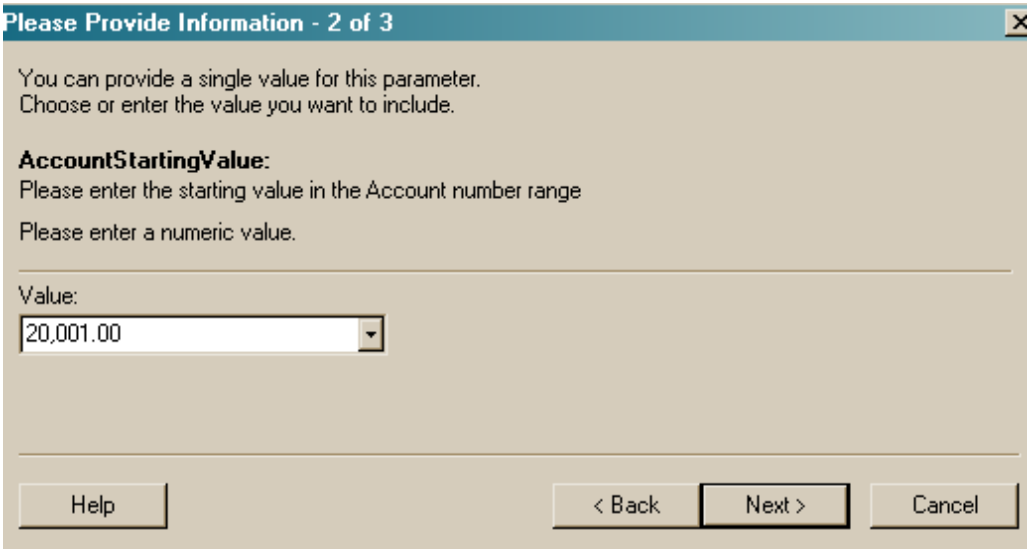

Please Provide Information - 1 of 3
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Account Status:
Please enter the Status you wish to search on ('OPEN', 'CLOSED', 'EXPIRED', 'SUSPENDED'). Choose from the drop down menu below.
Please enter a string value.
Value:
EXPIRED
Help
< Back
Next >
Cancel

By selecting the down arrow next to the value box you will be able to choose any valid value.

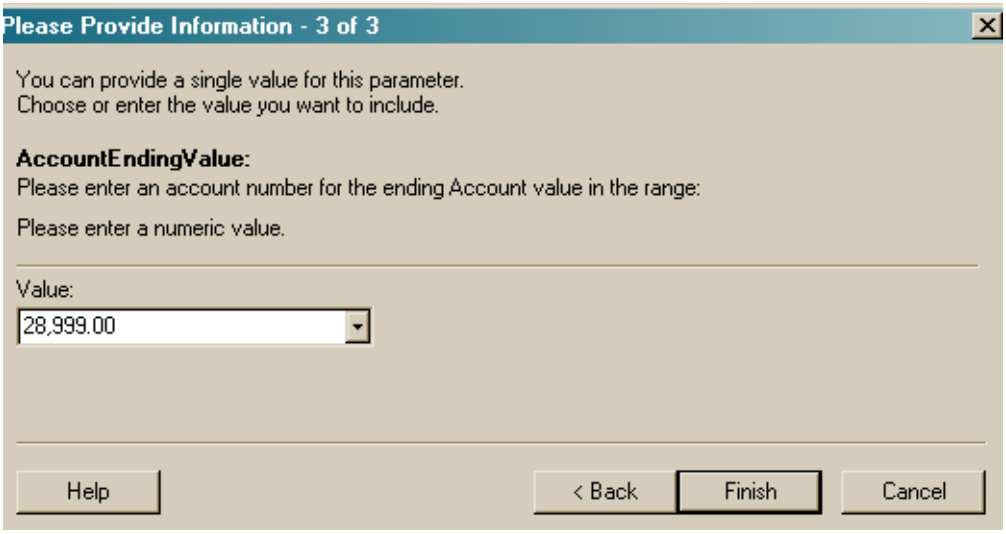


Select the status you wish to report on. Click Next.

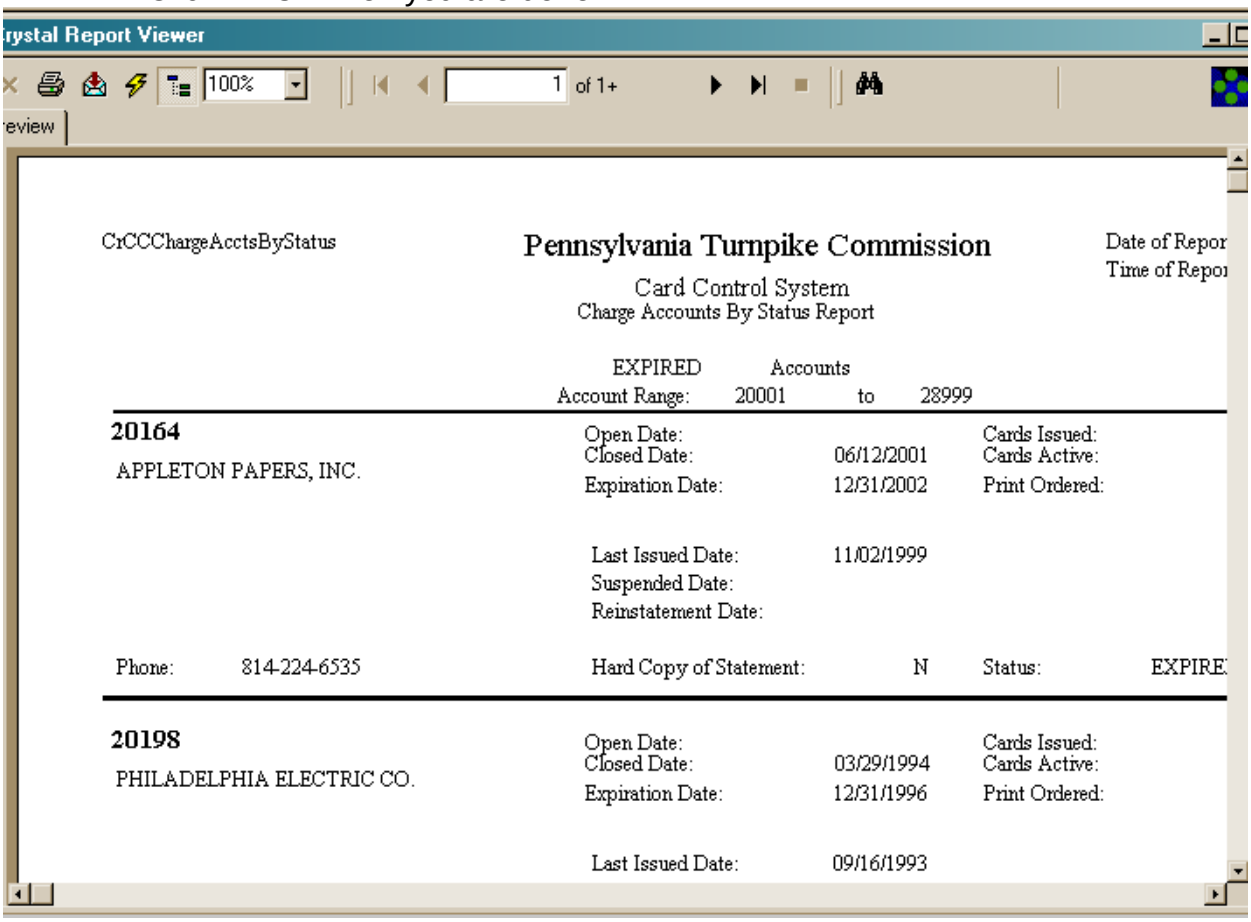
You will be prompted to enter the account number for the beginning of the range of data.


Please Provide Information - 2 of 3
You can provide a single value for this parameter.
Choose or enter the value you want to include.
AccountStartingValue:
Please enter the starting value in the Account number range
Please enter a numeric value.
Value:
20,001.00
Help
< Back
Next >
Cancel

You will be prompted to enter the account number for the ending of the range of data. The default is 28999. This is because account 29000 is the test account.
You may change this account number to include test account numbers or any other charge account numbers.

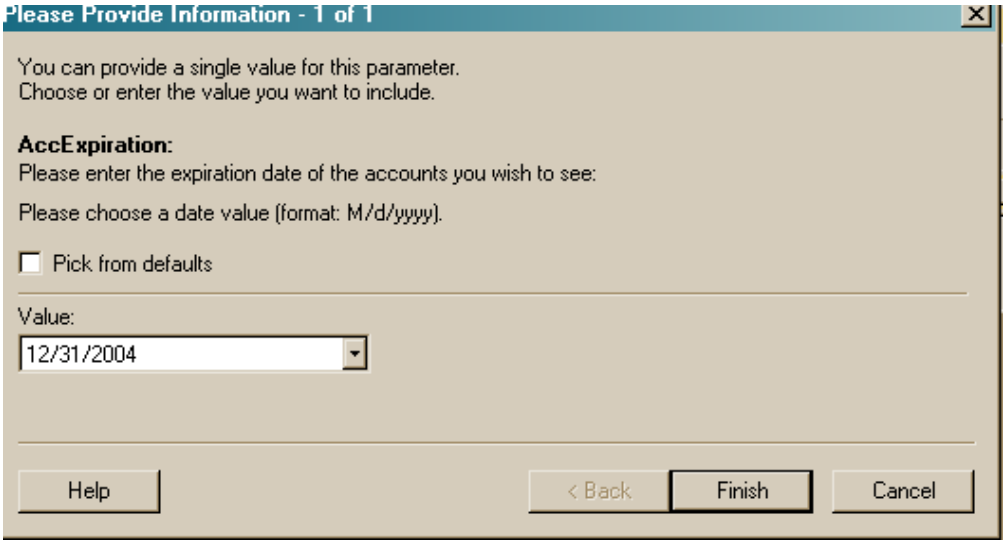

Please Provide Information - 3 of 3
You can provide a single value for this parameter.
Choose or enter the value you want to include.
AccountEndingValue:
Please enter an account number for the ending Account value in the range:
Please enter a numeric value.
Value:
28,999.00
Help
< Back
Finish
Cancel

Click Finish when you are done.

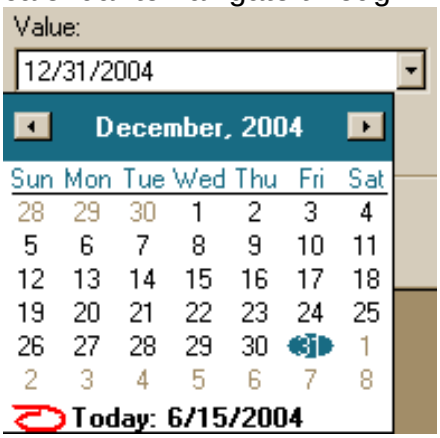


5.2.1.3. Charge Cards Expiring (CrCCChargeAccountsCardsExpiring)

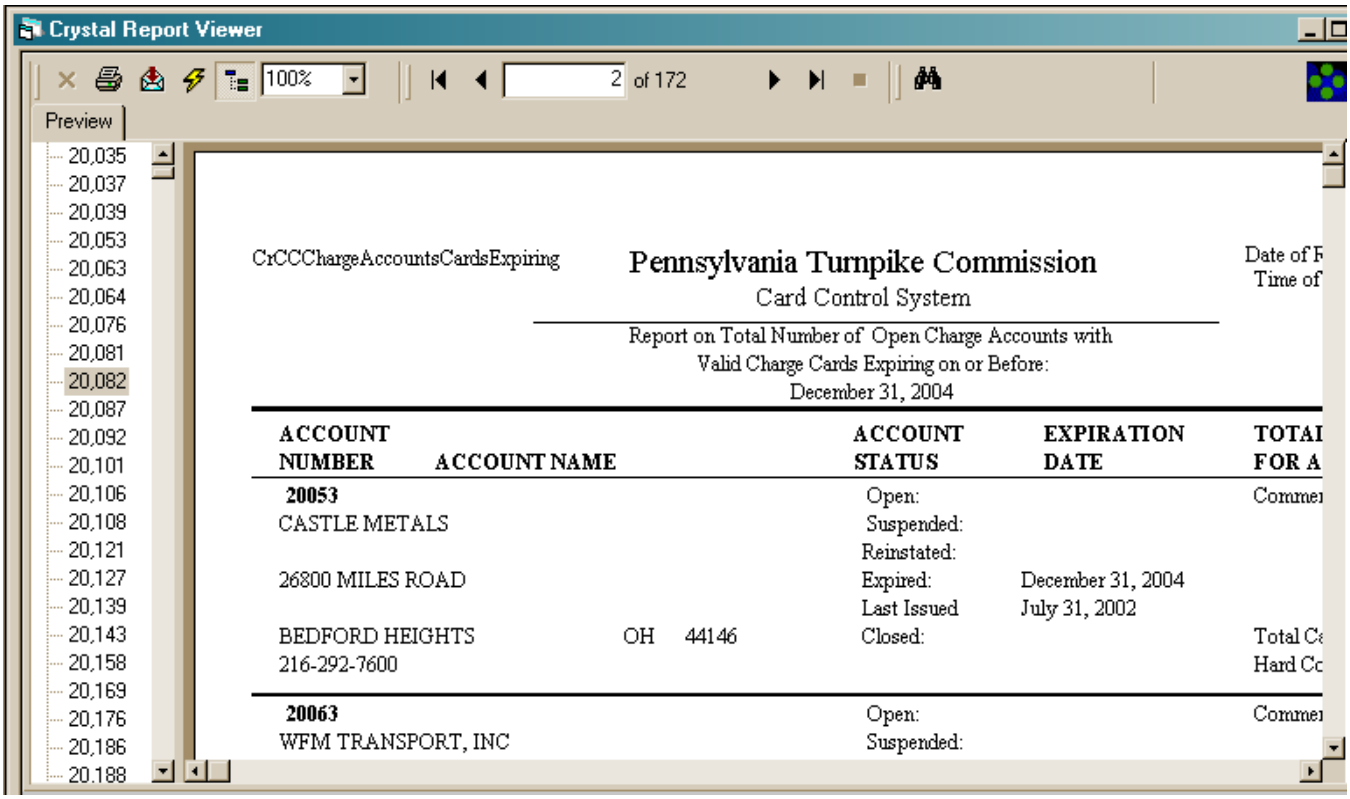
This report lists cards expiring on a specific given date.
You will be prompted for the expiration date you wish to report on:


Please Provide Information - 1 of 1
You can provide a single value for this parameter.
Choose or enter the value you want to include.
AccExpiration:
Please enter the expiration date of the accounts you wish to see:
Please choose a date value (format: M/d/yyyy).
Pick from defaults
Value:
12/31/2004
Help
< Back
Finish
Cancel

You may type a value for the date or select the drop down to pull up a calendar to navigate through:

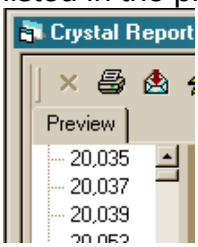


You can then navigate through months and years by clicking on the left and right arrow buttons. You can choose today's date by clicking on the bottom of the calendar where it says "Today:_/_/_". Click the Finish button when done.



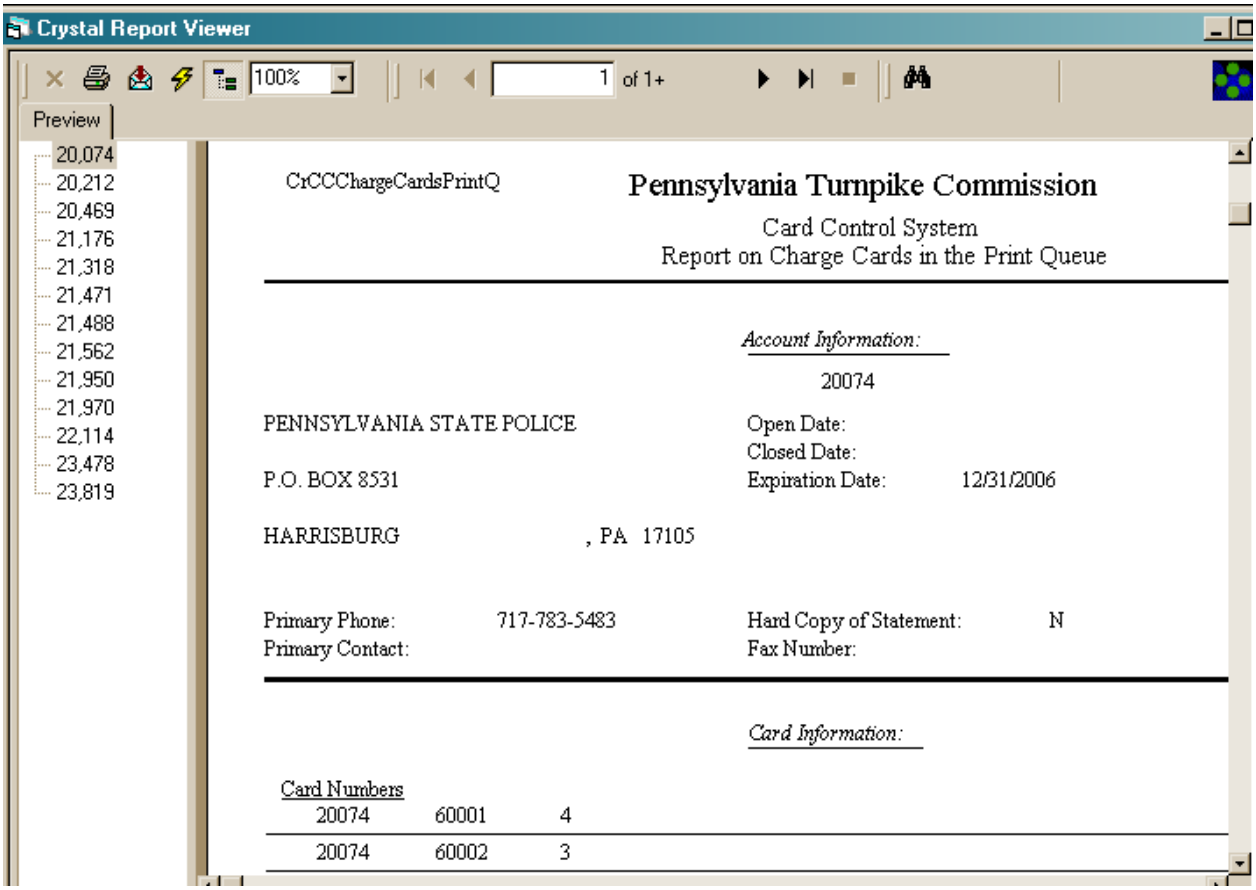
This report lists the account information for those accounts selected in the range that are have expiration dates on or before the selected expiration date.

If you wish to go directly to a particular account number you may click on one listed in the preview on the left.



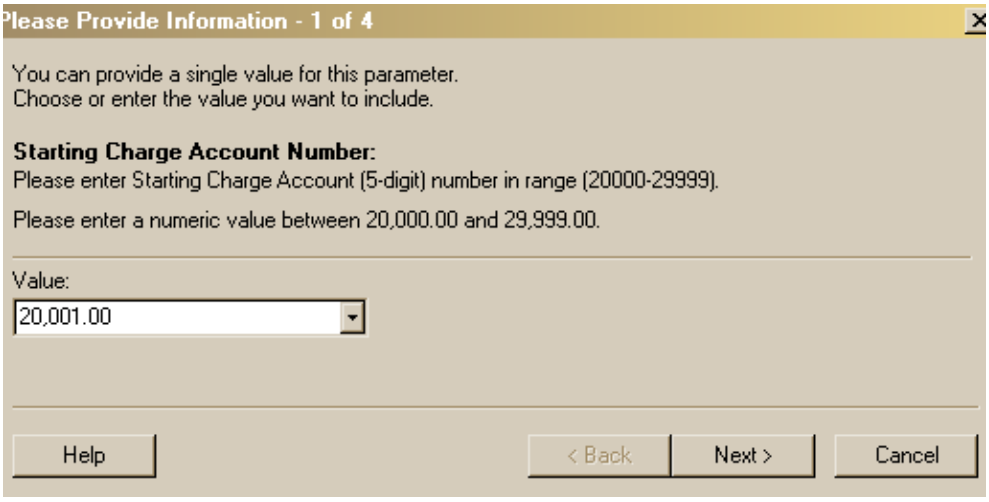
5.2.1.4. Charge Cards in Print Q (CrCCChargeCardsPrintQ)

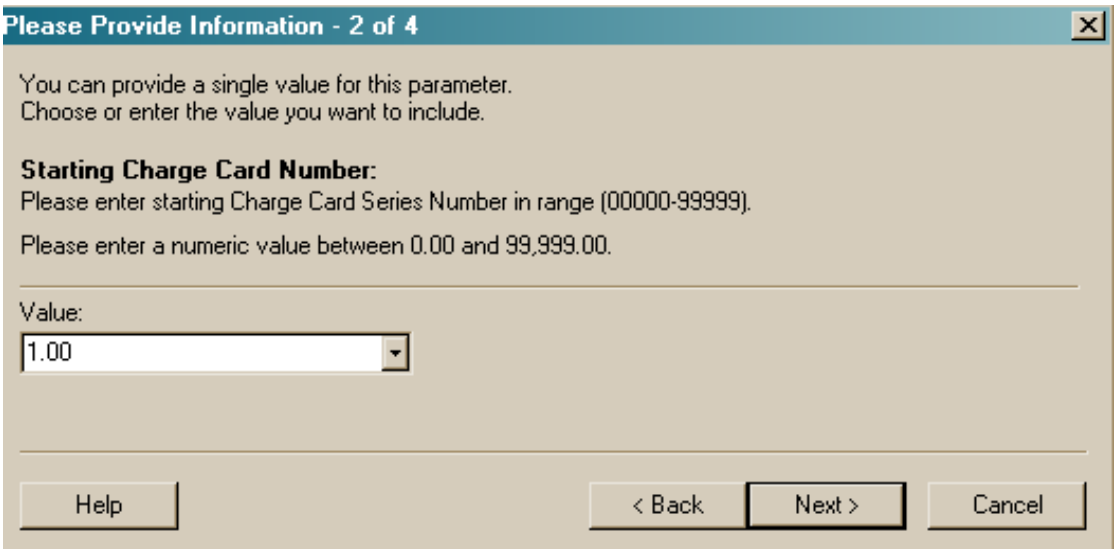
This report lists the account information and card numbers for those cards sitting in the print Q.

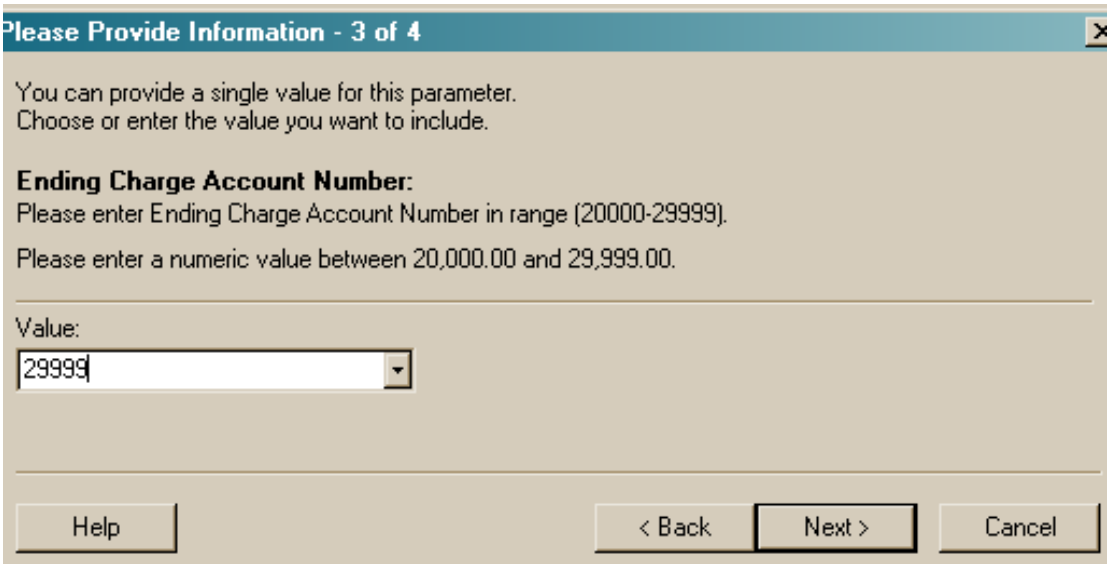


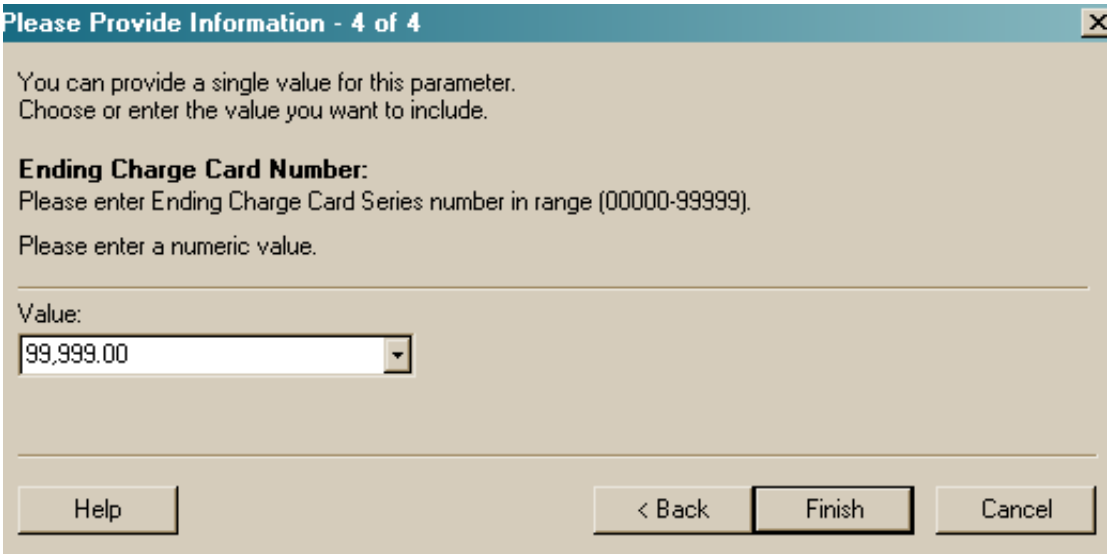
5.2.1.5. Charge Cards by Range (CrCCChargeCardsByRange)

This report lists cards within a specific entered account and sequence numeric range.

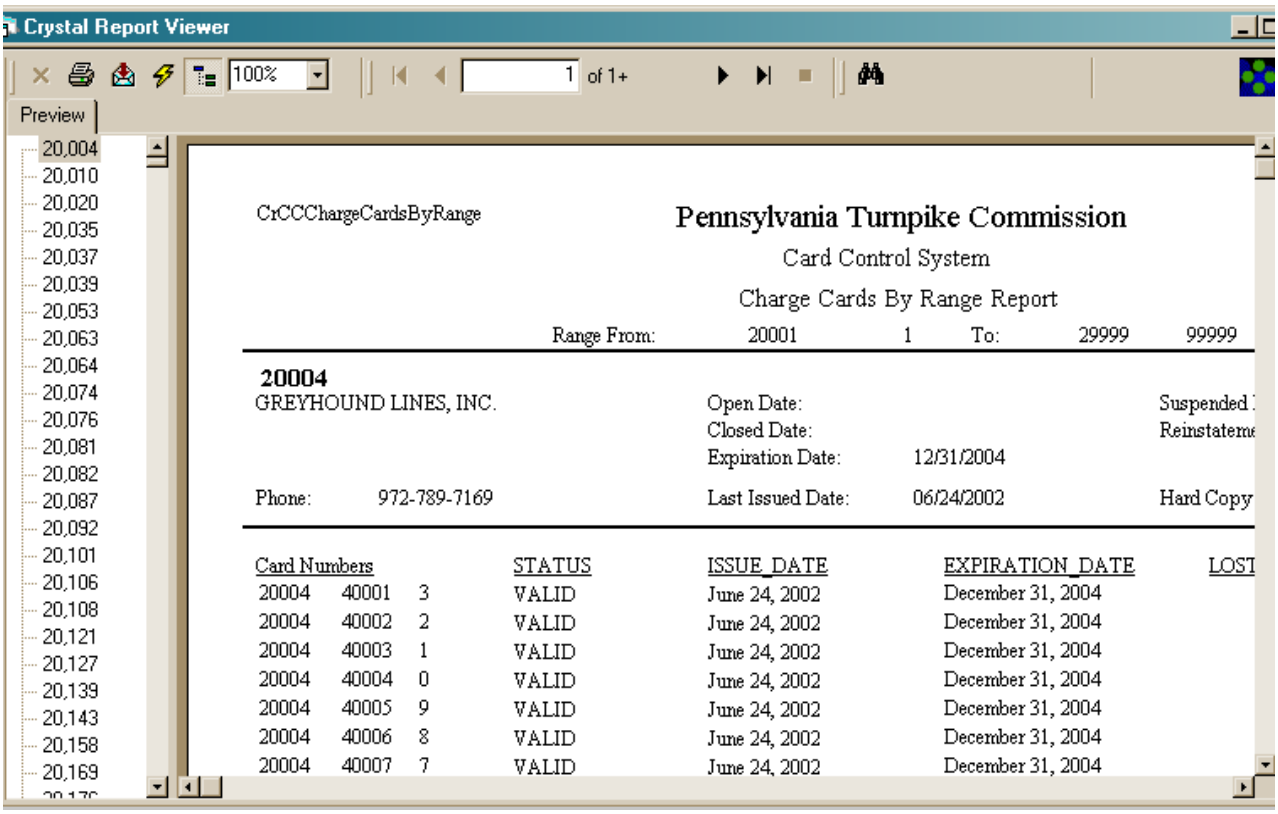

Please Provide Information - 1 of 4
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Starting Charge Account Number:
Please enter Starting Charge Account (5-digit) number in range (20000-29999).
Please enter a numeric value between 20,000.00 and 29,999.00.
Value:
20,001.00
Help
< Back
Next >
Cancel


Please Provide Information - 2 of 4
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Starting Charge Card Number:
Please enter starting Charge Card Series Number in range (00000-99999).
Please enter a numeric value between 0.00 and 99,999.00.
Value:
1.00
Help
< Back
Next >
Cancel


Please Provide Information - 3 of 4
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Ending Charge Account Number:
Please enter Ending Charge Account Number in range (20000-29999).
Please enter a numeric value between 20,000.00 and 29,999.00.
Value:
29999
Help
< Back
Next >
Cancel


Please Provide Information - 4 of 4
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Ending Charge Card Number:
Please enter Ending Charge Card Series number in range (00000-99999).
Please enter a numeric value.
Value:
99,999.00
Help
< Back
Finish
Cancel

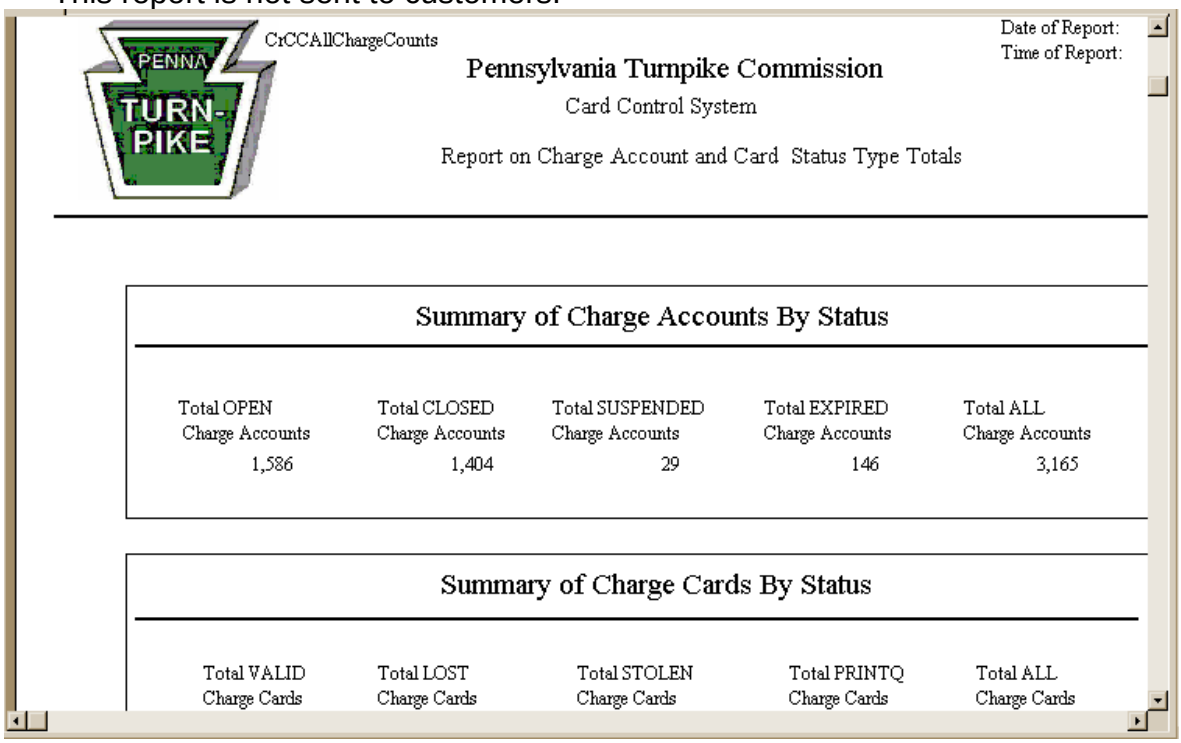
Click the Finish button when done.



This report displays account and card information for accounts and cards selected for the range of data.

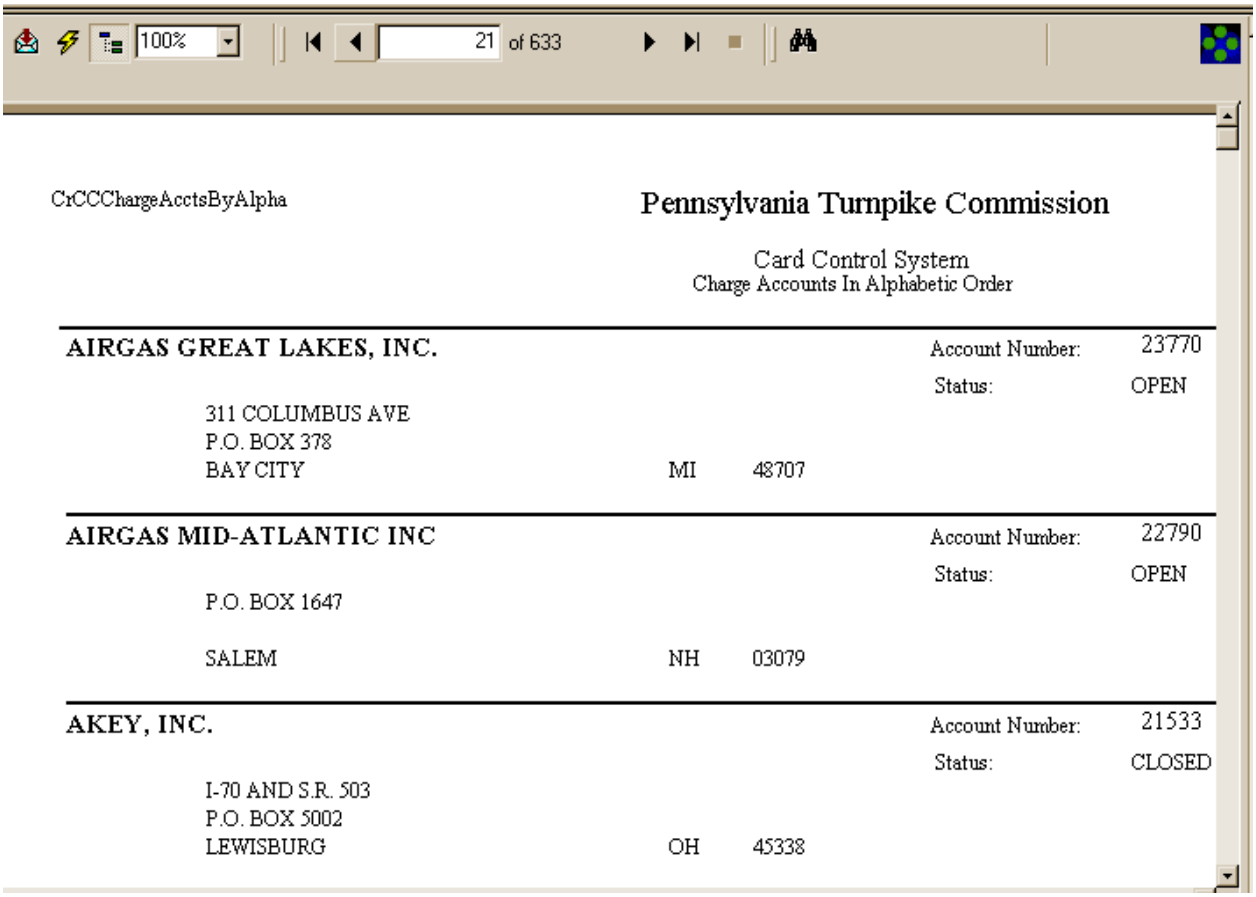
5.2.1.6. Charge Account Totals (CrCCAllChargeCounts)

This report lists totals by status for Charge accounts and Charge card. This report is not sent to customers.


CrCCAllChargeCounts
Date of Report:
Time of Report:
Pennsylvania Turnpike Commission
Card Control System
Report on Charge Account and Card Status Type Totals
Summary of Charge Accounts By Status
Total OPEN Charge Accounts 1,586
Total CLOSED Charge Accounts 1,404
Total SUSPENDED Charge Accounts 29
Total EXPIRED Charge Accounts 146
Total ALL Charge Accounts 3,165
Summary of Charge Cards By Status
Total VALID Charge Cards
Total LOST Charge Cards
Total STOLEN Charge Cards
Total PRINTQ Charge Cards
Total ALL Charge Cards

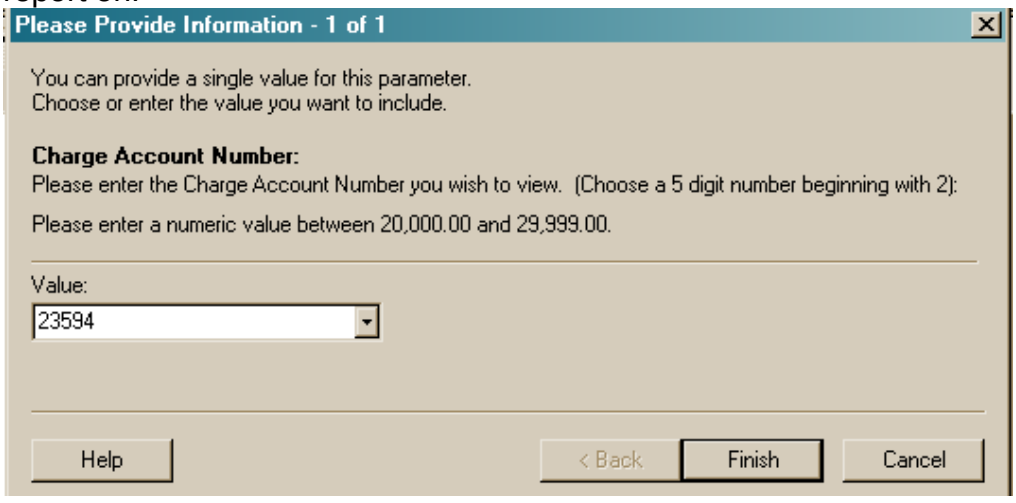
5.2.1.7. Charge Accounts by Alpha (CrCCChargeAcctsByAlpha)

This report lists Account information by Account Name in alphabetic order. It is not sent to customers.

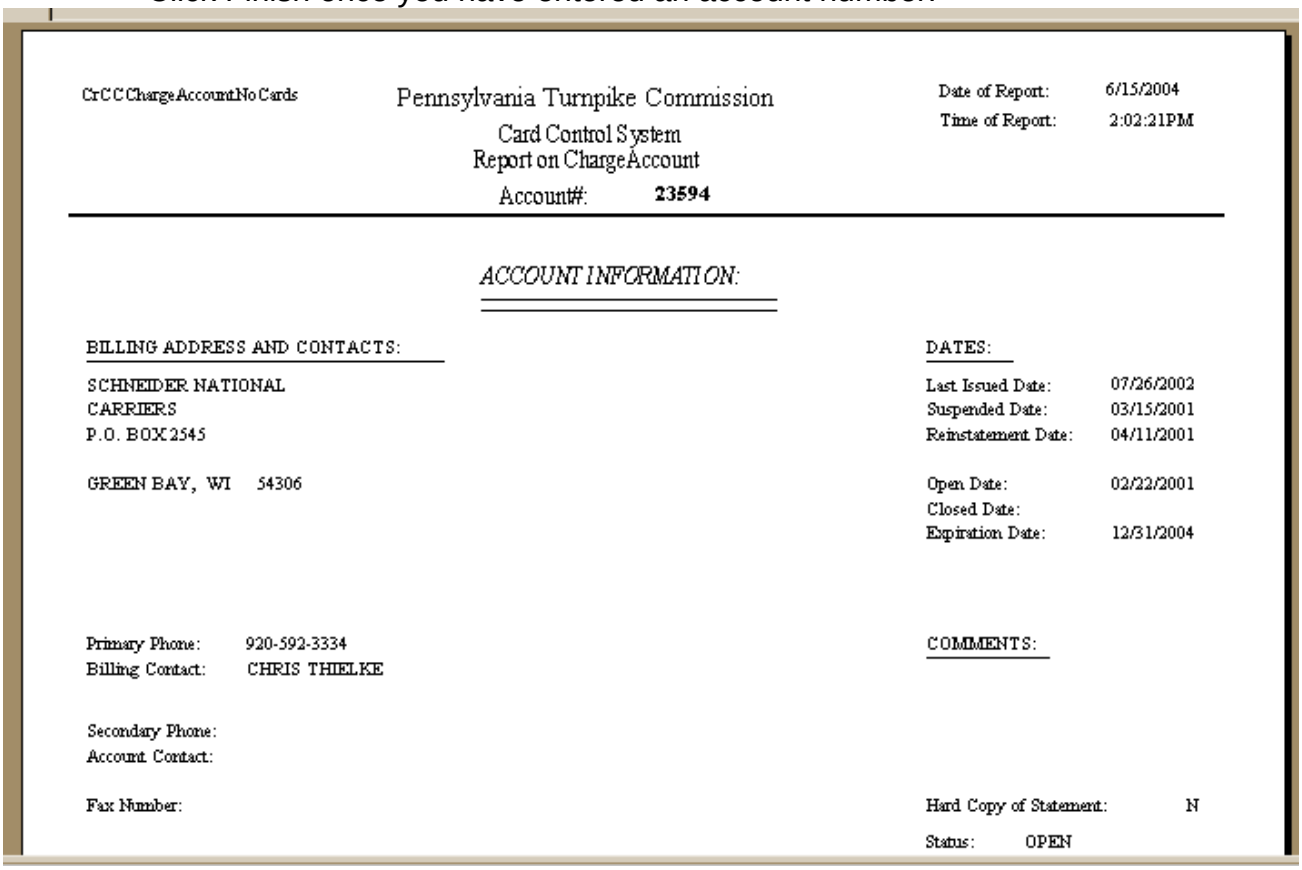


5.2.1.8. Charge Account Information (CrCCChargeAcctsbyAlpha)

You will be prompted to enter an account number for the account you wish to report on:


Please Provide Information - 1 of 1
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Charge Account Number:
Please enter the Charge Account Number you wish to view. (Choose a 5 digit number beginning with 2):
Please enter a numeric value between 20,000.00 and 29,999.00.
Value:
23594
Help
< Back
Finish
Cancel

Click Finish once you have entered an account number.



CrCCChargeAccountNoCards

Pennsylvania Turnpike Commission
Card Control System
Report on ChargeAccount
Account#: 23594

Date of Report: 6/15/2004
Time of Report: 2:02:21PM

ACCOUNT INFORMATION:

BILLING ADDRESS AND CONTACTS:

SCHNEIDER NATIONAL
CARRIERS
P.O. BOX 2545

GREEN BAY, WI 54306

Primary Phone: 920-592-3334
Billing Contact: CHRIS THIELKE

Secondary Phone:
Account Contact:

Fax Number:

DATES:

Last Issued Date: 07/26/2002
Suspended Date: 03/15/2001
Reinstatement Date: 04/11/2001

Open Date: 02/22/2001
Closed Date:
Expiration Date: 12/31/2004

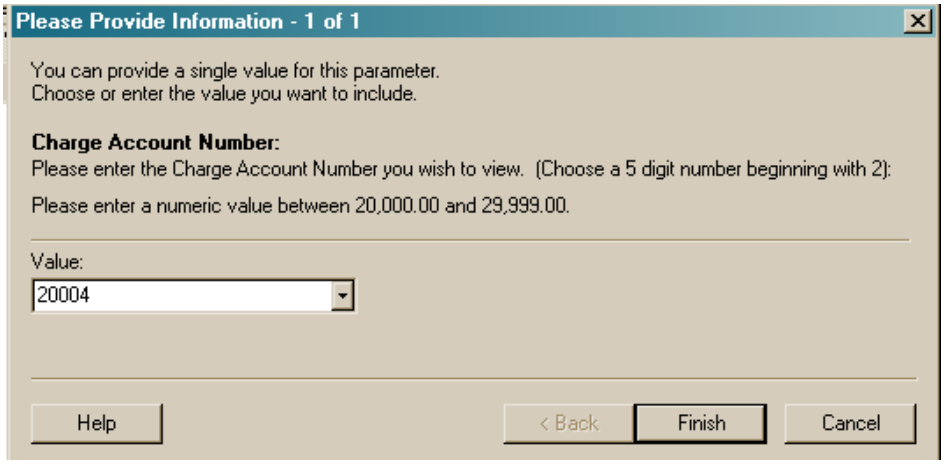
COMMENTS:

Hard Copy of Statement: N
Status: OPEN

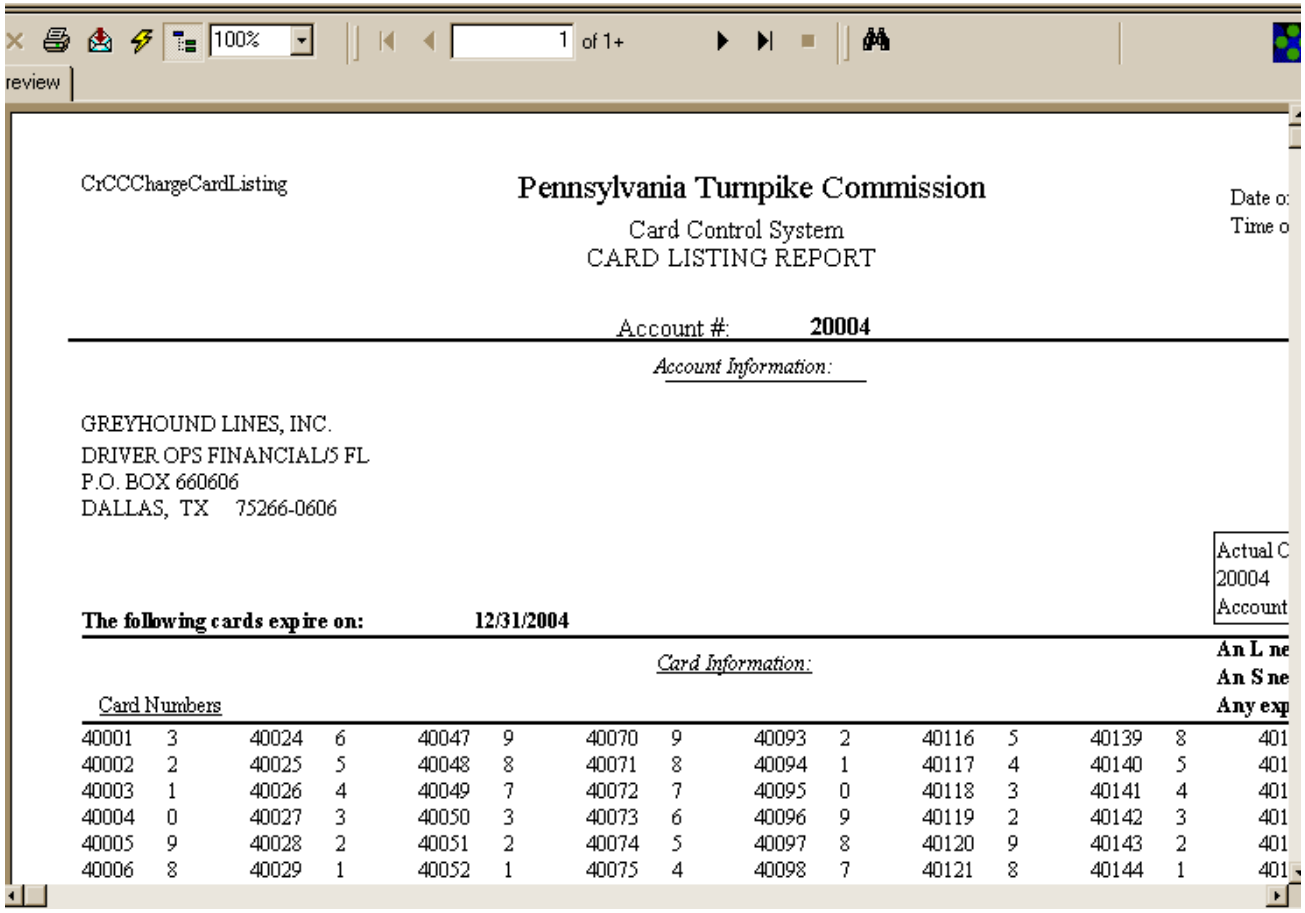
5.2.1.9. Charge Card Listing (CrCCChargeCardListing)

This report listing is sent to the customer. It is mailed along with requested cards. It lists a cards within an account by expiration date. Any cards marked Lost or Stolen (marked with an L or S) are highlighted in grey.

You will be prompted to enter an account number for the account you wish to report on:


Please Provide Information - 1 of 1
You can provide a single value for this parameter.
Choose or enter the value you want to include.
Charge Account Number:
Please enter the Charge Account Number you wish to view. (Choose a 5 digit number beginning with 2):
Please enter a numeric value between 20,000.00 and 29,999.00.
Value:
20004
Help
< Back
Finish
Cancel

After entering an account number, click on the Finish button.



CrCCChargeCardListing

Pennsylvania Turnpike Commission

Card Control System
CARD LISTING REPORT

Date o:
Time o

Account #: **20004**

Account Information:

GREYHOUND LINES, INC.
DRIVER OPS FINANCIAL/5 FL
P.O. BOX 660606
DALLAS, TX 75266-0606

Actual C
20004
Account

The following cards expire on: **12/31/2004**

Card Information:

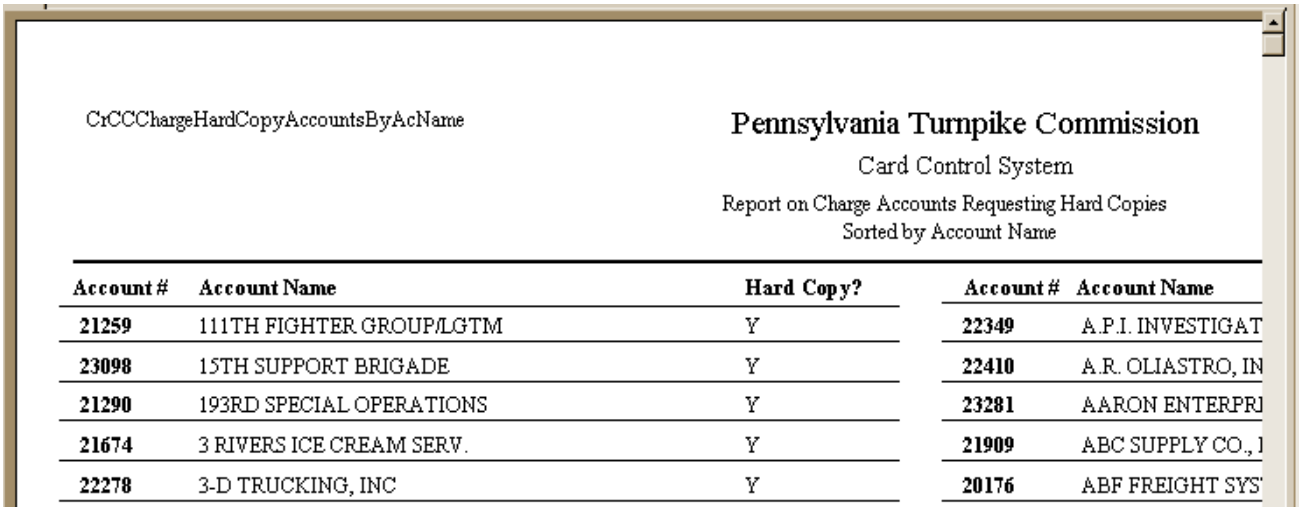
An L ne
An S ne
Any exp

Card Numbers

40001	3	40024	6	40047	9	40070	9	40093	2	40116	5	40139	8	401
40002	2	40025	5	40048	8	40071	8	40094	1	40117	4	40140	5	401
40003	1	40026	4	40049	7	40072	7	40095	0	40118	3	40141	4	401
40004	0	40027	3	40050	3	40073	6	40096	9	40119	2	40142	3	401
40005	9	40028	2	40051	2	40074	5	40097	8	40120	9	40143	2	401
40006	8	40029	1	40052	1	40075	4	40098	7	40121	8	40144	1	401

5.2.1.10. Charge Hardcopy Accounts by Account Name (CrCCChargeHardCopyAccountsByAcName)

This report lists those accounts requesting a hardcopy printout of their account information. This report lists these accounts alphabetic by account name. This report is not sent to customers.



CrCCChargeHardCopyAccountsByAcName

Pennsylvania Turnpike Commission

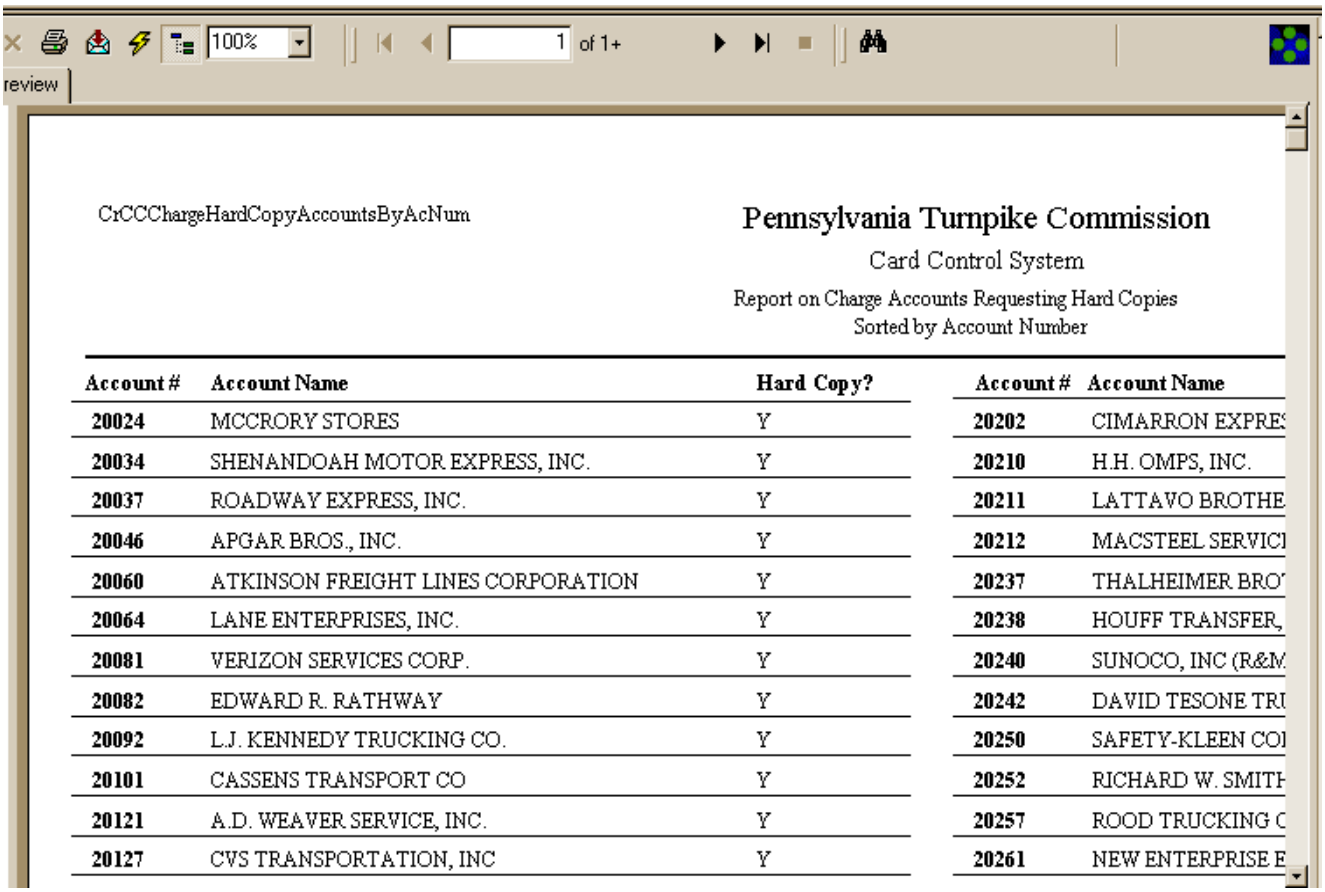
Card Control System

Report on Charge Accounts Requesting Hard Copies
Sorted by Account Name

Account #	Account Name	Hard Copy?	Account #	Account Name
21259	111TH FIGHTER GROUP/LGTM	Y	22349	A.P.I. INVESTIGAT
23098	15TH SUPPORT BRIGADE	Y	22410	A.R. OLIASTRO, IN
21290	193RD SPECIAL OPERATIONS	Y	23281	AARON ENTERPRI
21674	3 RIVERS ICE CREAM SERV.	Y	21909	ABC SUPPLY CO., I
22278	3-D TRUCKING, INC	Y	20176	ABF FREIGHT SYS

5.2.1.11. Charge Hardcopy Accounts by Account Number (CrCCChargeHardCopyAccountsByAcNum)

This report lists those accounts requesting a hardcopy printout of their account information. This report lists these accounts in numeric order by account number. This report is not sent to customers.



CrCCChargeHardCopyAccountsByAcNum

Pennsylvania Turnpike Commission

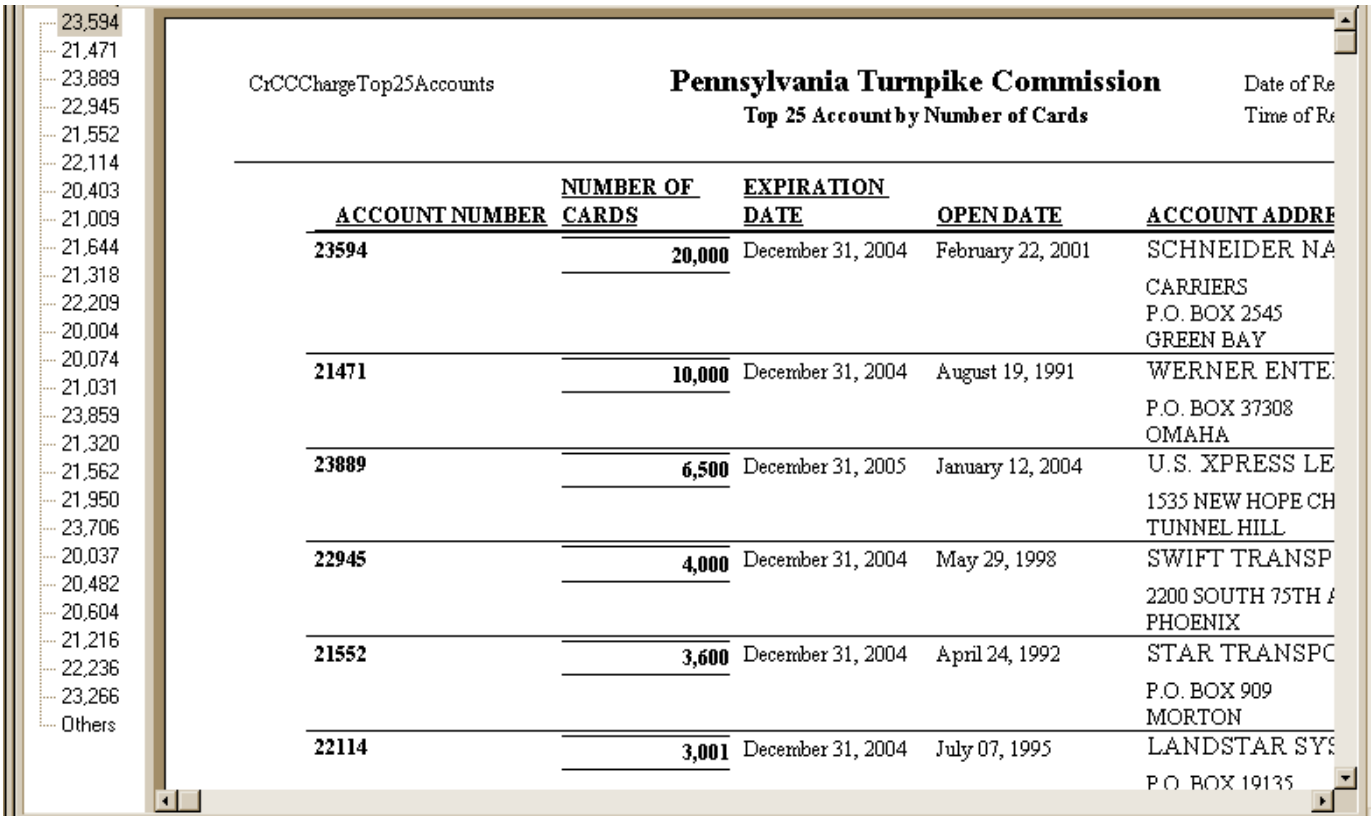
Card Control System

Report on Charge Accounts Requesting Hard Copies
Sorted by Account Number

Account #	Account Name	Hard Copy?	Account #	Account Name
20024	MCCRORY STORES	Y	20202	CIMARRON EXPRES
20034	SHENANDOAH MOTOR EXPRESS, INC.	Y	20210	H.H. OMPS, INC.
20037	ROADWAY EXPRESS, INC.	Y	20211	LATTAVO BROTHE
20046	APGAR BROS., INC.	Y	20212	MACSTEEL SERVICI
20060	ATKINSON FREIGHT LINES CORPORATION	Y	20237	THALHEIMER BRO
20064	LANE ENTERPRISES, INC.	Y	20238	HOUFF TRANSFER,
20081	VERIZON SERVICES CORP.	Y	20240	SUNOCO, INC (R&M
20082	EDWARD R. RATHWAY	Y	20242	DAVID TESONE TRU
20092	L.J. KENNEDY TRUCKING CO.	Y	20250	SAFETY-KLEEN CO
20101	CASSENS TRANSPORT CO	Y	20252	RICHARD W. SMITH
20121	A.D. WEAVER SERVICE, INC.	Y	20257	ROOD TRUCKING C
20127	CVS TRANSPORTATION, INC	Y	20261	NEW ENTERPRISE E

5.2.1.12. Charge Top 25 Accounts (CrCCChargeTop25Accounts)

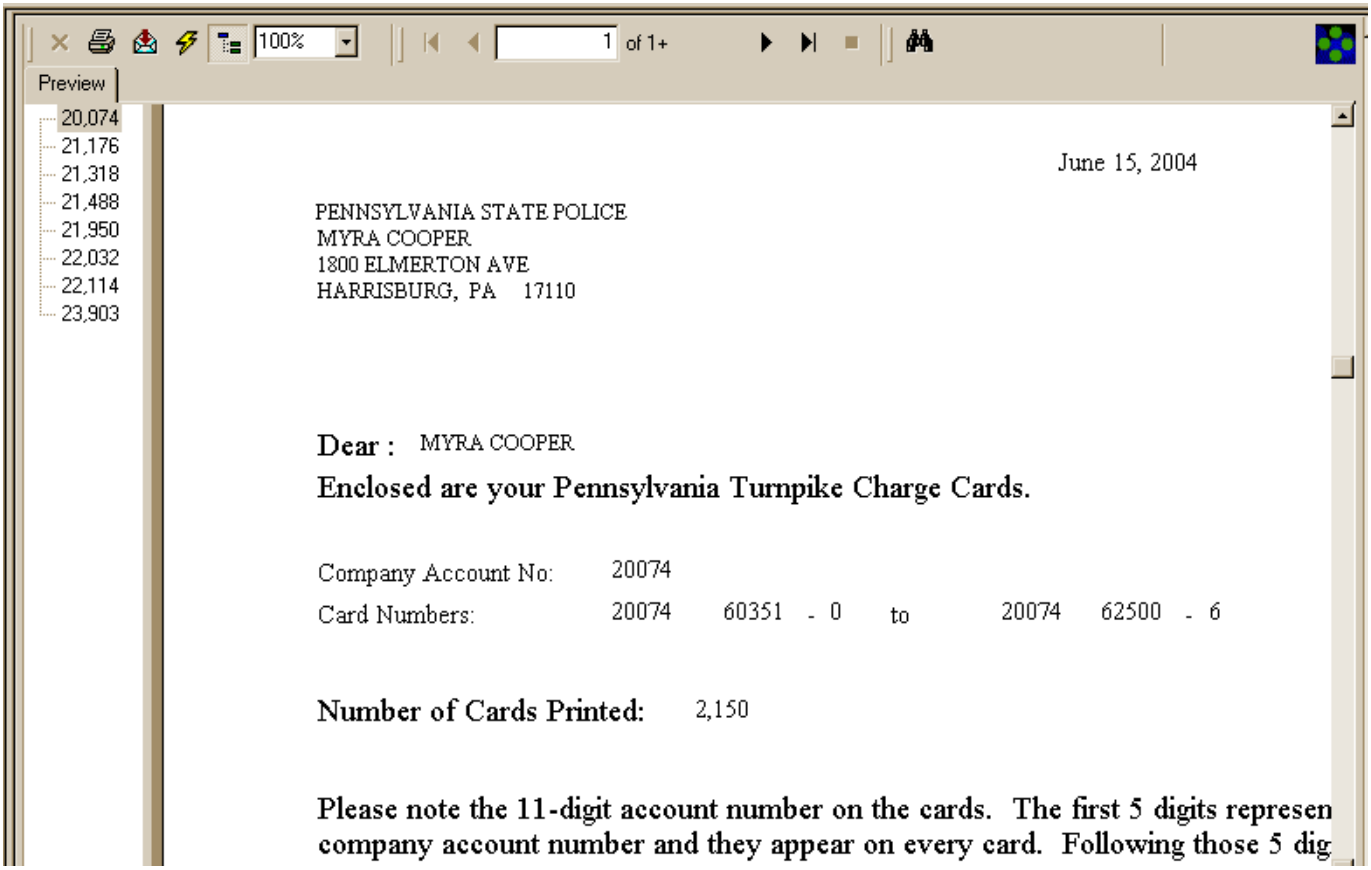
This report lists the 25 accounts with the most cards. This report is not sent to customers.



ACCOUNT NUMBER	NUMBER OF CARDS	EXPIRATION DATE	OPEN DATE	ACCOUNT ADDRE
23594	20,000	December 31, 2004	February 22, 2001	SCHNEIDER NA CARRIERS P.O. BOX 2545 GREEN BAY
21471	10,000	December 31, 2004	August 19, 1991	WERNER ENTE P.O. BOX 37308 OMAHA
23889	6,500	December 31, 2005	January 12, 2004	U.S. XPRESS LE 1535 NEW HOPE CH TUNNEL HILL
22945	4,000	December 31, 2004	May 29, 1998	SWIFT TRANSP 2200 SOUTH 75TH A PHOENIX
21552	3,600	December 31, 2004	April 24, 1992	STAR TRANSPC P.O. BOX 909 MORTON
22114	3,001	December 31, 2004	July 07, 1995	LANDSTAR SYS P.O. BOX 19135

5.2.1.13. Letter Charge Card Enclosed (CrCCChargeCardEnclosedLetter)

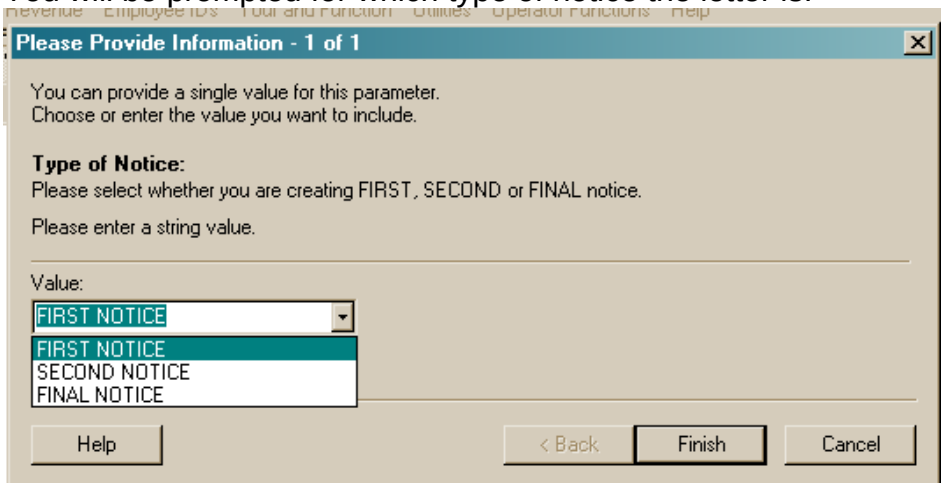
This report is a letter created for each account with cards in the print queue, and the accounts are not closed and the account number is less than 29000 (test account). This report is sent to the customers, along with the corresponding cards after they have been printed as well as the CardListing report.



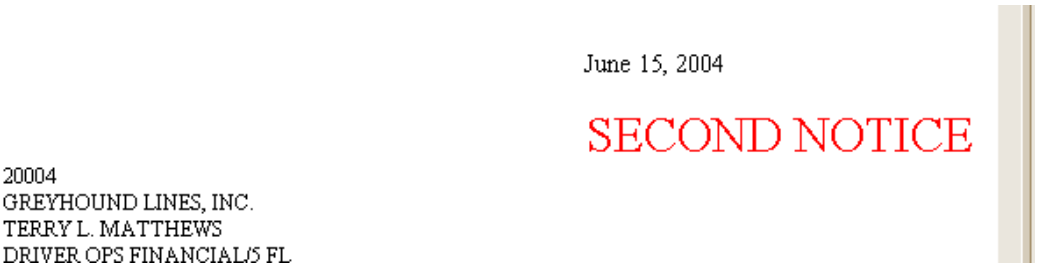
5.2.1.14. Letter Charge Expired Cards (CrCCChargeExpiredCardsLetter)

This letter is sent to the customer to remind them of cards due to expire on December 31st of the current year.

You will be prompted for which type of notice the letter is.

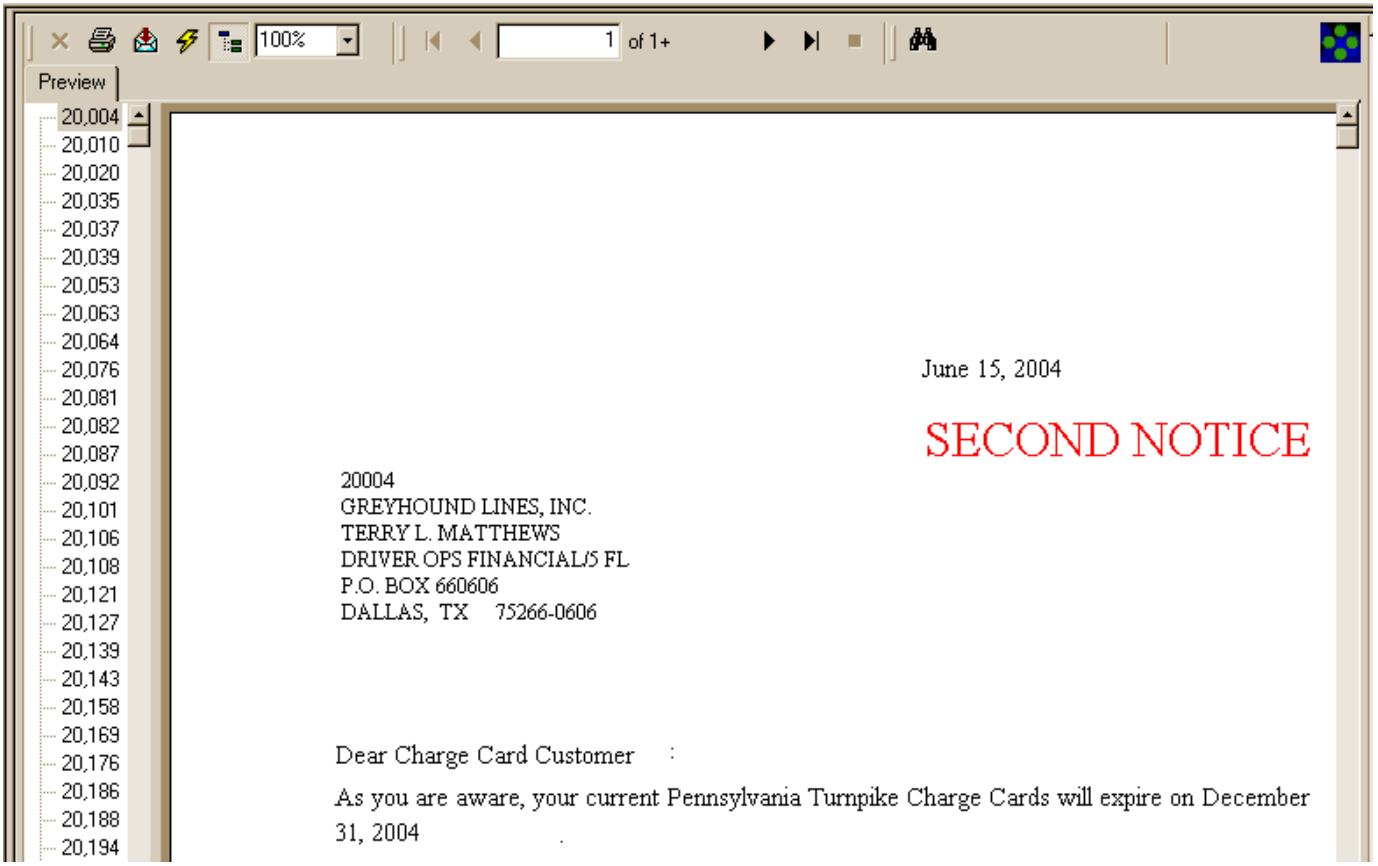


If it is the first notice sent to the customer then there will not be a message under the date on the letter. If you choose Second Notice or Final Notice then that message in red letters will be displayed under the date.


June 15, 2004

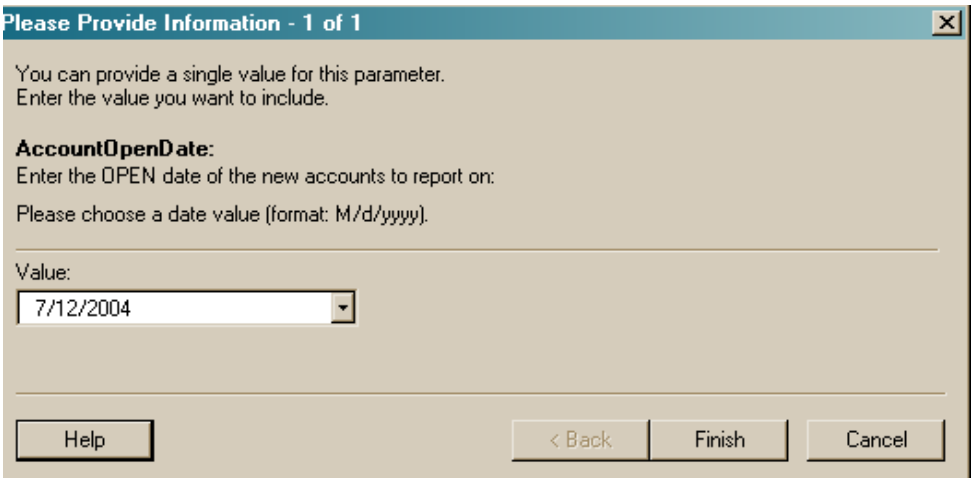
SECOND NOTICE

20004
GREYHOUND LINES, INC.
TERRY L. MATTHEWS
DRIVER OPS FINANCIAL/5 FL

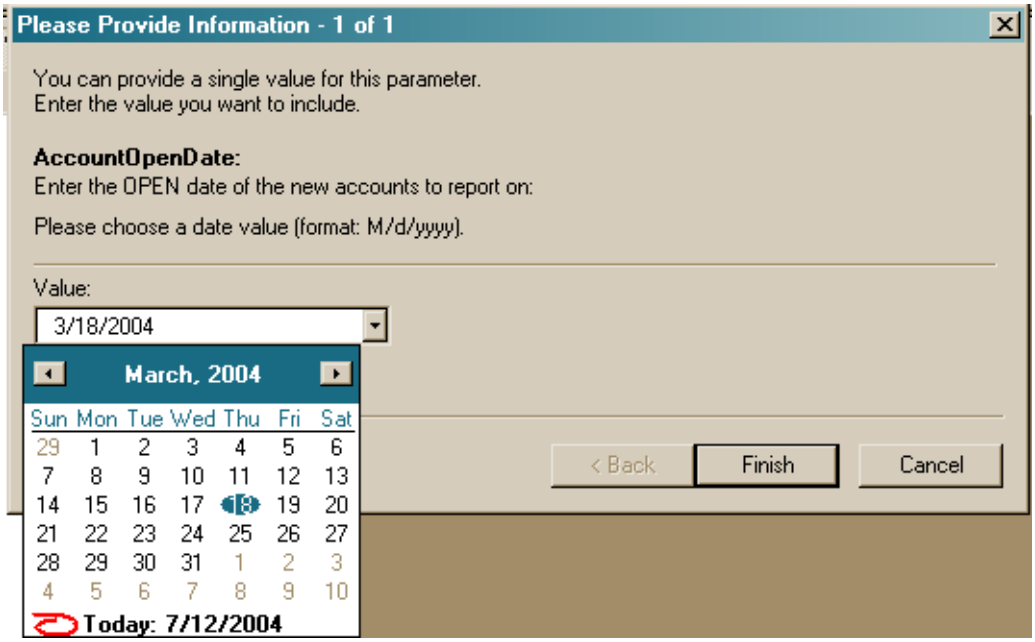


5.2.1.15. Letter Charge Open Account (CrCCChargeOpenAccountLetter)

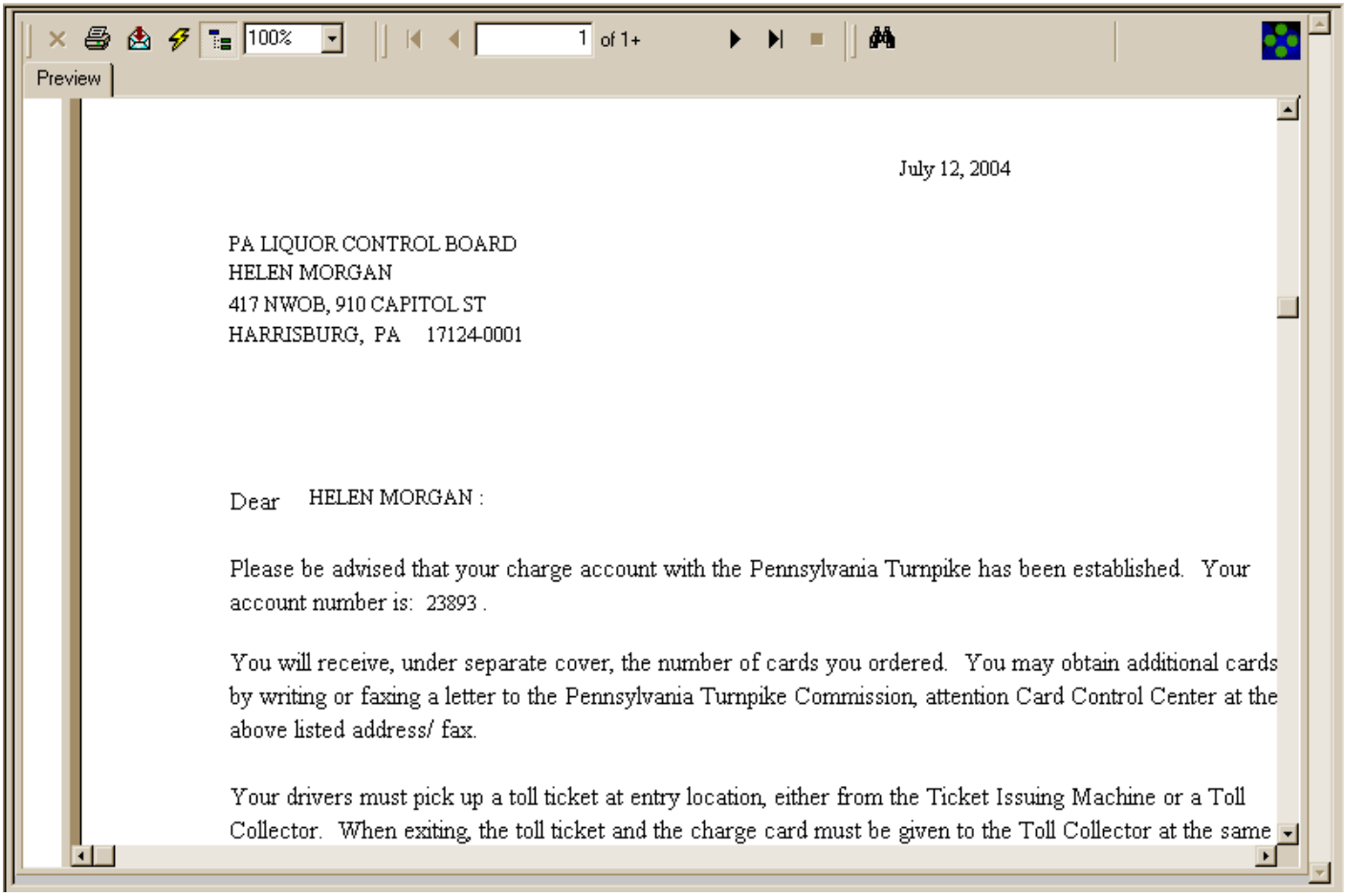
This letter is produced for those accounts whose open date is equal to the date selected for this report and whose status is currently OPEN. This report is not sent to customers.


Please Provide Information - 1 of 1
You can provide a single value for this parameter.
Enter the value you want to include.
AccountOpenDate:
Enter the OPEN date of the new accounts to report on:
Please choose a date value (format: M/d/yyyy).
Value:
7/12/2004
Help
< Back
Finish
Cancel

Enter a date or


Please Provide Information - 1 of 1
You can provide a single value for this parameter.
Enter the value you want to include.
AccountOpenDate:
Enter the OPEN date of the new accounts to report on:
Please choose a date value (format: M/d/yyyy).
Value:
3/18/2004
March, 2004
Sun Mon Tue Wed Thu Fri Sat
29 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31 1 2 3
4 5 6 7 8 9 10
Today: 7/12/2004
< Back
Finish
Cancel

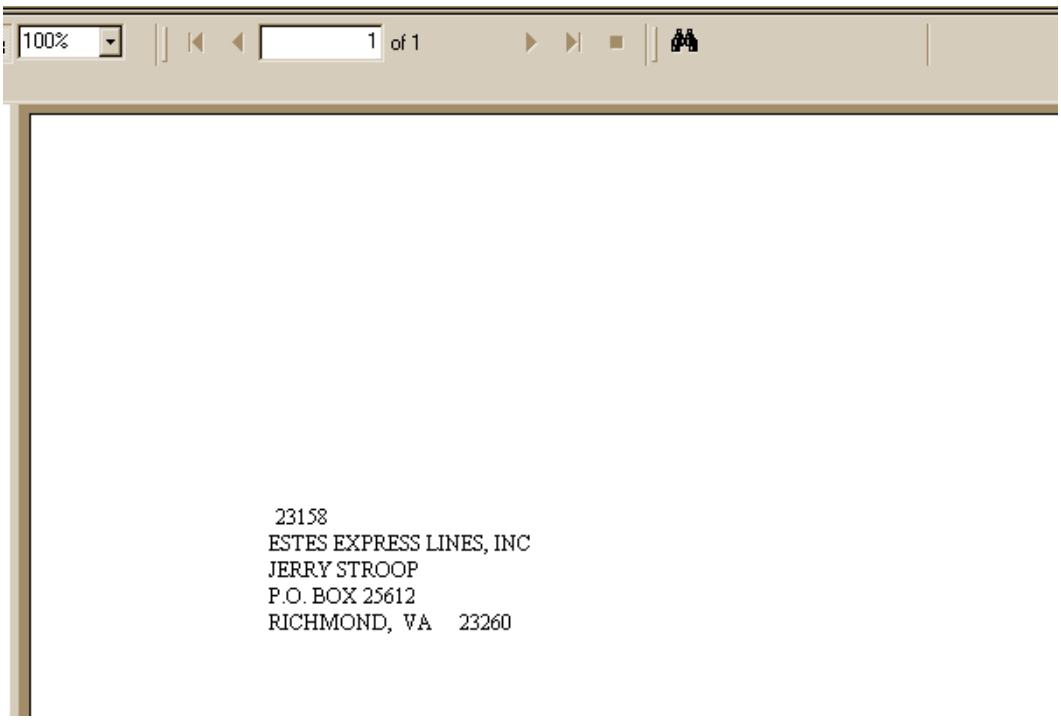
click the arrow next to the value field and select a date to search for accounts with open dates matching that date. Click the Finish button.


100%
1 of 1+
Preview
July 12, 2004
PA LIQUOR CONTROL BOARD
HELEN MORGAN
417 NWOB, 910 CAPITOL ST
HARRISBURG, PA 17124-0001
Dear HELEN MORGAN :
Please be advised that your charge account with the Pennsylvania Turnpike has been established. Your account number is: 23893 .
You will receive, under separate cover, the number of cards you ordered. You may obtain additional cards by writing or faxing a letter to the Pennsylvania Turnpike Commission, attention Card Control Center at the above listed address/ fax.
Your drivers must pick up a toll ticket at entry location, either from the Ticket Issuing Machine or a Toll Collector. When exiting, the toll ticket and the charge card must be given to the Toll Collector at the same

5.2.1.16. Mailing Labels Charge Cards Ordered (CrCCChargeMailingLabels)

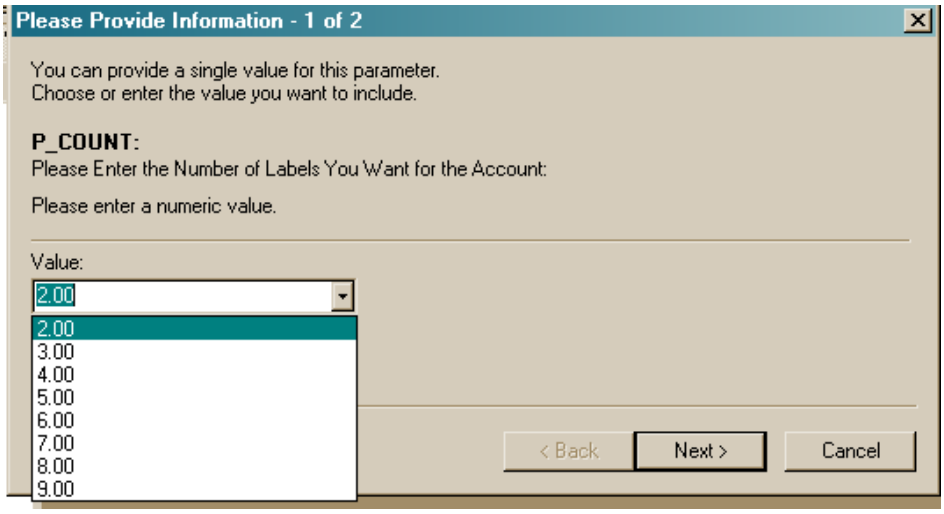
This report produces mailing labels for those accounts with cards in the print queue, but whose account is not in the replacement labels table. In other words, these mailing labels are for accounts that ordered new or additional cards, not replacement cards. These mailing labels are created to be used on the envelopes containing the customer's new cards.

Important Note: This mailing label report must be ran AFTER the cards are ordered, and BEFORE the cards are printed.

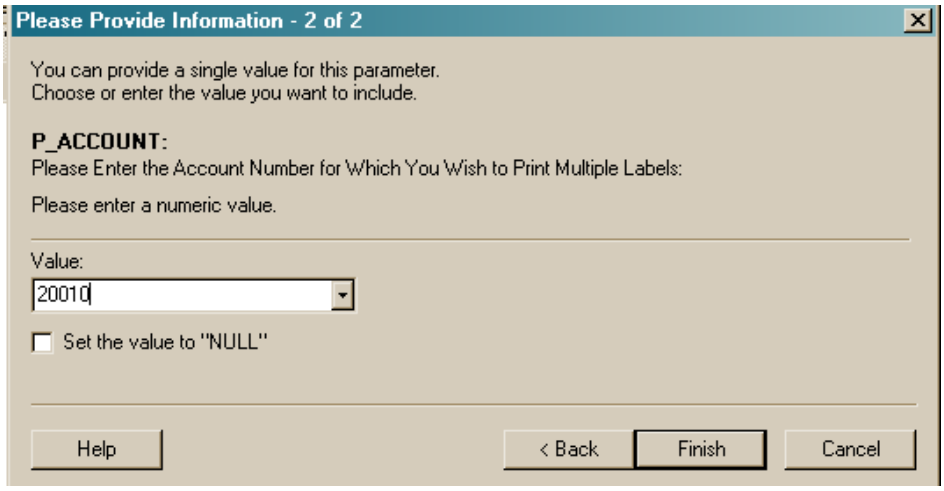


5.2.1.17. Mailing Labels Multiple (CrCCChargeMultipleMailingLabels)

This report is used to produce 2 or more mailing labels for any given account in the system. These mailing labels are created to be used on the envelopes containing the customer's cards.



Enter an amount for number of labels or select drop down and choose from the provided list. Click the Next button.


Please Provide Information - 2 of 2
You can provide a single value for this parameter.
Choose or enter the value you want to include.
P_ACCOUNT:
Please Enter the Account Number for Which You Wish to Print Multiple Labels:
Please enter a numeric value.
Value:
20010
Set the value to "NULL"
Help
< Back
Finish
Cancel

Enter the account number you want multiple labels for.
Click the Finish button.

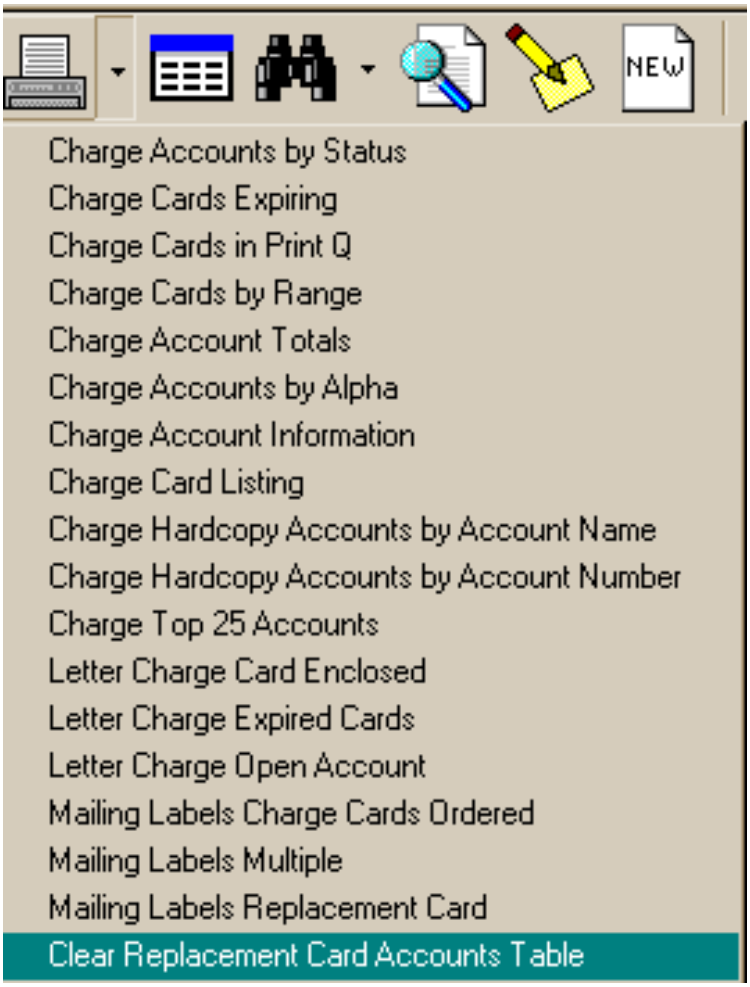
5.2.1.18. Mailing Labels Replacement Cards (CrCCChargeCardReplacementLabels)

This report is used to produce mailing labels for those accounts that have ordered replacement cards only. These account numbers are held in a

replacement cards table until the 'Clear Replacement Card Accounts Table' function is selected. (See section 6.2.19.) These mailing labels are created to be used on the envelopes containing the customer's cards.

5.2.1.19. Clear Replacement Card Accounts Table

This is more a function than a report. It clears out the table used to determine which accounts ordered replacement cards. ***Only select this function when you are SURE you are done running reports and mailing labels for replacement accounts and you've verified that they're correct.



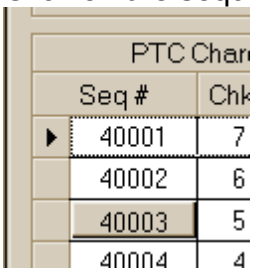
5.2.1.20. Report on Charge Account (CrCCChargeAccountNoCards)

This report is generated automatically when account data is modified. (See Section 5.3.1). This report is not sent to the customer.

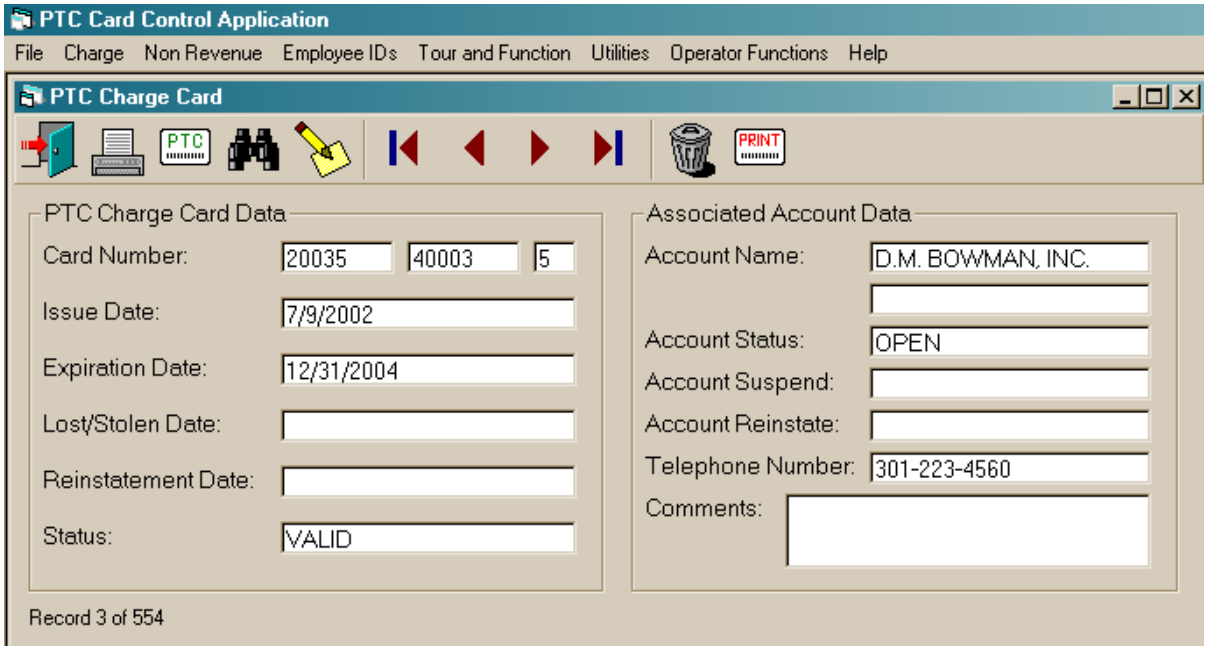
5.2.2. Charge Report Found on Cards Screen

5.2.2.1. Charge Card Report (CrCCChargeCard)

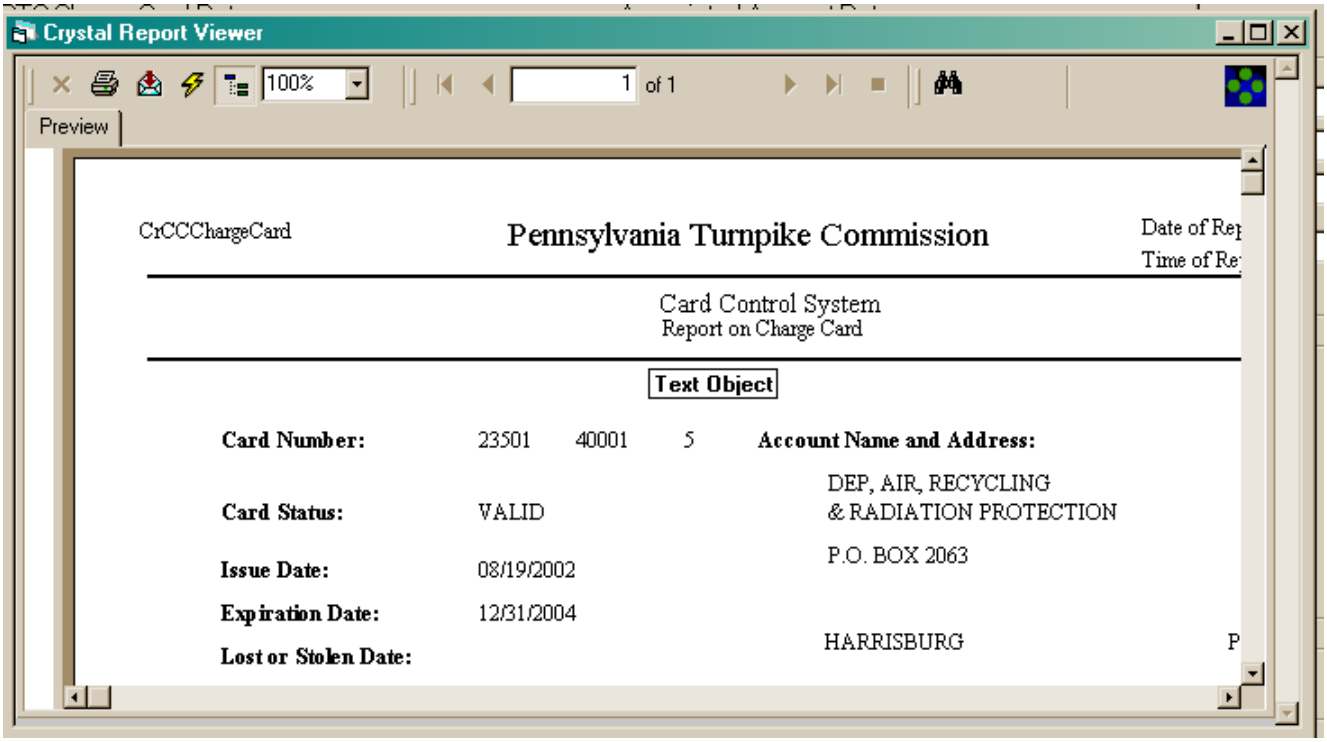
Find the account then click on the card icon.
Click on the sequence number of the card you want the report for.



In this example, we choose 40003.



Select the printer icon.



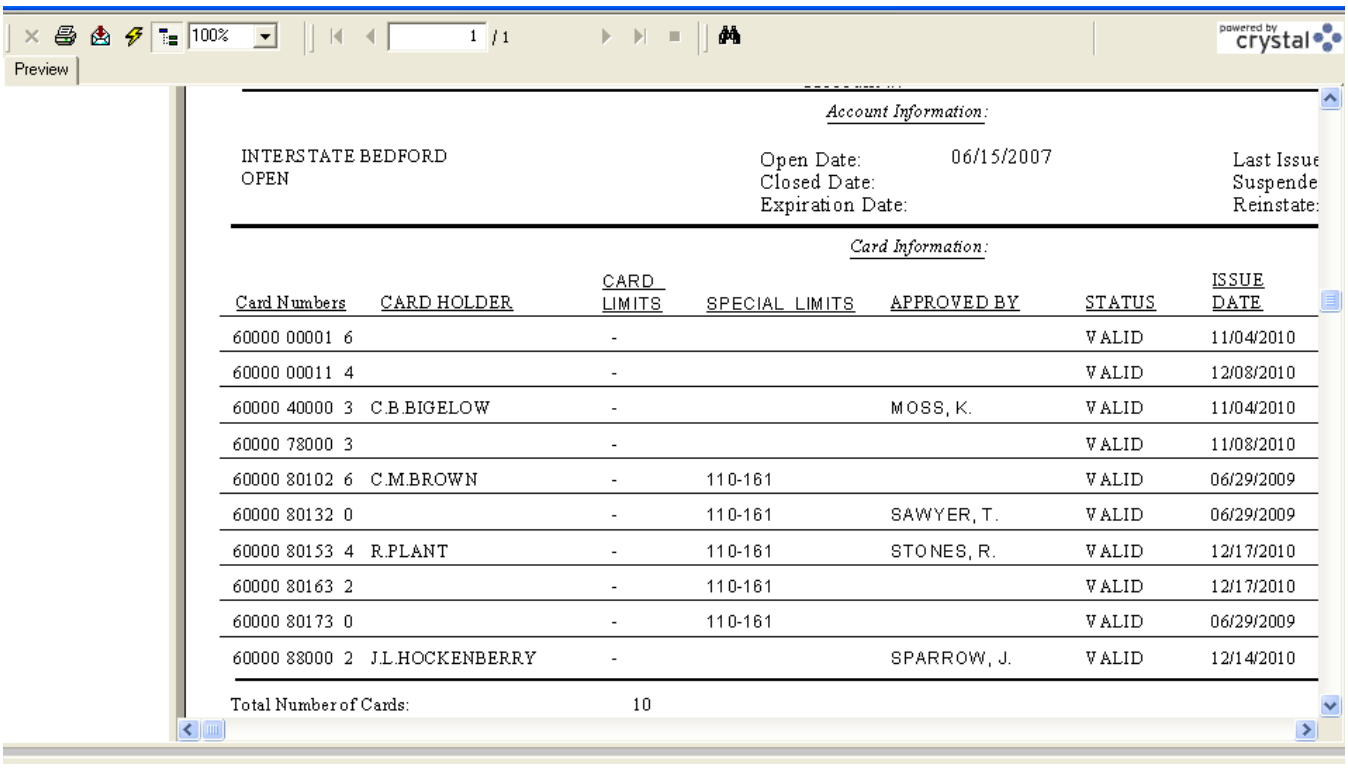
5.3. Non Revenue Reports

5.3.1. Non Revenue Reports Found on Account Screen

From the main menu choose the 'Non Revenue' option.
Choose the 'Existing Accounts' option from the sub-menu.

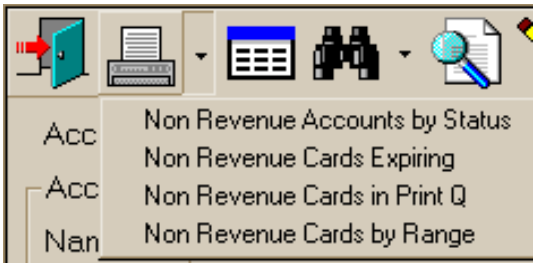
5.3.1.1. Report on Non Revenue Account (CrCCNonRevAccount)

This report can be opened, by clicking on the Printer icon.


Preview
100%
1 / 1
powered by crystal
Account Information:
INTERSTATE BEDFORD
OPEN
Open Date: 06/15/2007
Closed Date:
Expiration Date:
Last Issue
Suspende
Reinstate:
Card Information:
Card Numbers CARD HOLDER CARD LIMITS SPECIAL LIMITS APPROVED BY STATUS ISSUE DATE
60000 00001 6 - VALID 11/04/2010
60000 00011 4 - VALID 12/08/2010
60000 40000 3 C.B.BIGELOW - MOSS, K. VALID 11/04/2010
60000 78000 3 - VALID 11/08/2010
60000 80102 6 C.M.BROWN - 110-161 VALID 06/29/2009
60000 80132 0 - 110-161 SAWYER, T. VALID 06/29/2009
60000 80153 4 R.PLANT - 110-161 STONES, R. VALID 12/17/2010
60000 80163 2 - 110-161 VALID 12/17/2010
60000 80173 0 - 110-161 VALID 06/29/2009
60000 88000 2 J.L.HOCKENBERRY - SPARROW, J. VALID 12/14/2010
Total Number of Cards: 10

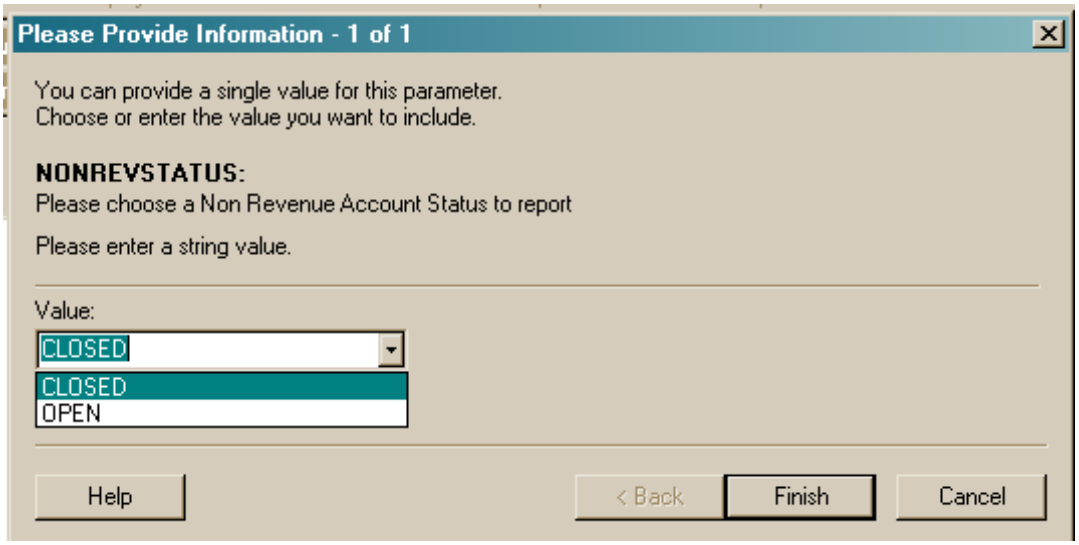
It contains account information (with exception of shipping information) as well as a listing of cards and card information associated with the account chosen before selecting the report (printer icon) button. 'Card holder' names associated with the card numbers are also listed. The Approved By field is a concatenation of the approved by last name followed by a comma, first initial of the approved by first name and a period. (This represents the PTC employee who is responsible for requesting this non revenue card.)

All other Non Revenue Account Reports can be reached by selecting the arrow next to the report button.

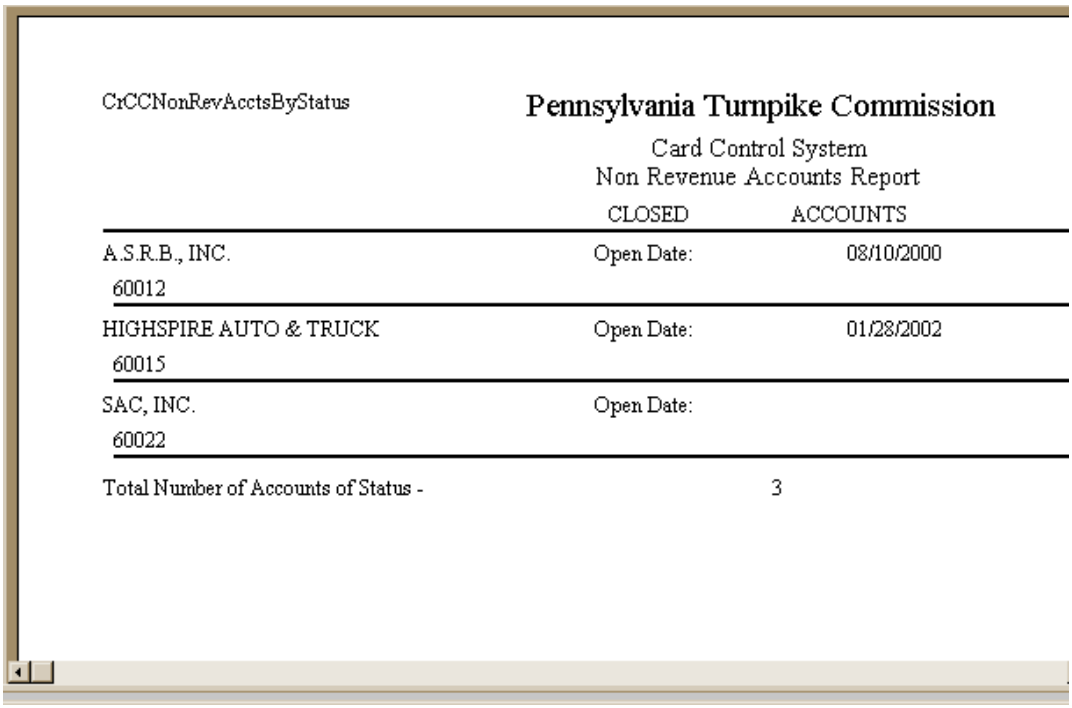


5.3.1.2. Report on Non Revenue Accounts by Status (CrCCNonRevAccount)

You will be prompted to select a status of accounts to report on:



Select a status in the value box then, click the Finish button.



CrCCNonRevAcctsByStatus

Pennsylvania Turnpike Commission

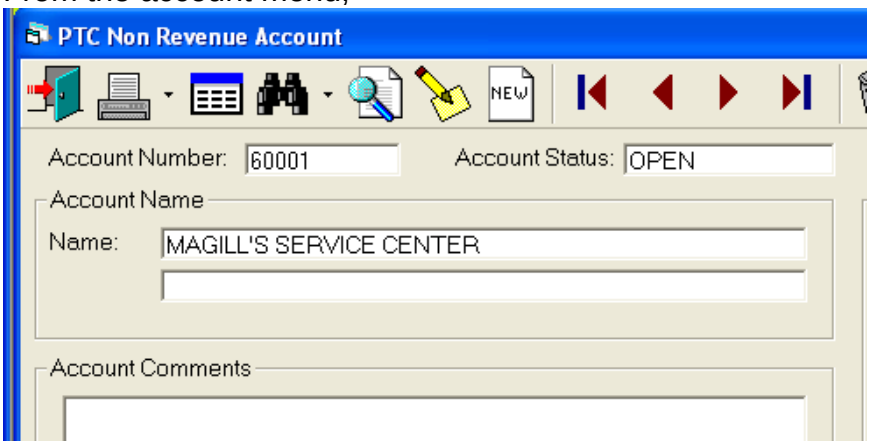
Card Control System
Non Revenue Accounts Report

	CLOSED	ACCOUNTS
A.S.R.B., INC.	Open Date:	08/10/2000
60012		
HIGHSPIRE AUTO & TRUCK	Open Date:	01/28/2002
60015		
SAC, INC.	Open Date:	
60022		
Total Number of Accounts of Status -		3

5.3.2. Non Revenue Report Found on Cards screen.

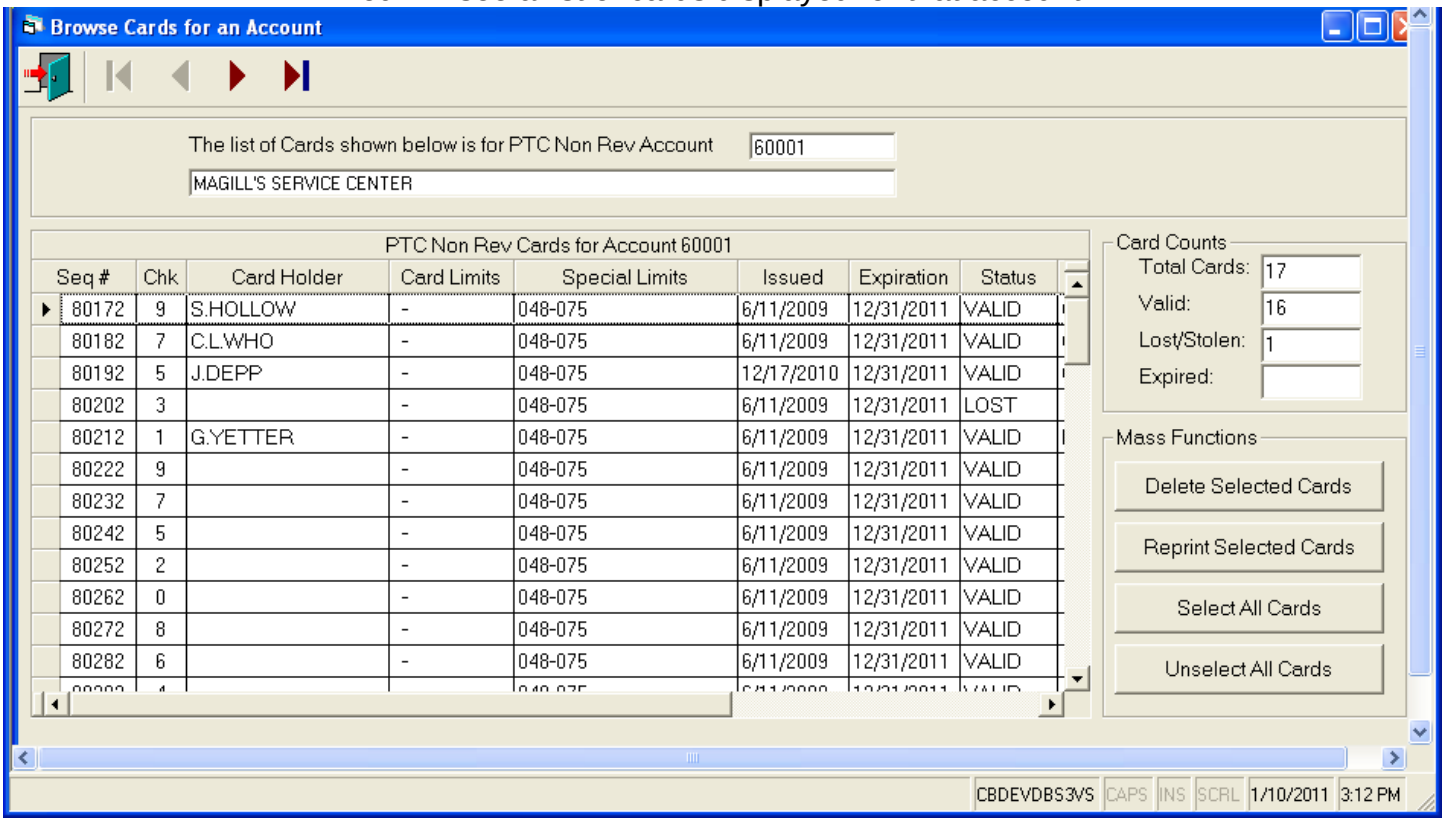
5.3.2.1. Non Revenue Card Report (CrCCNonRevenueCard)

From the account menu,

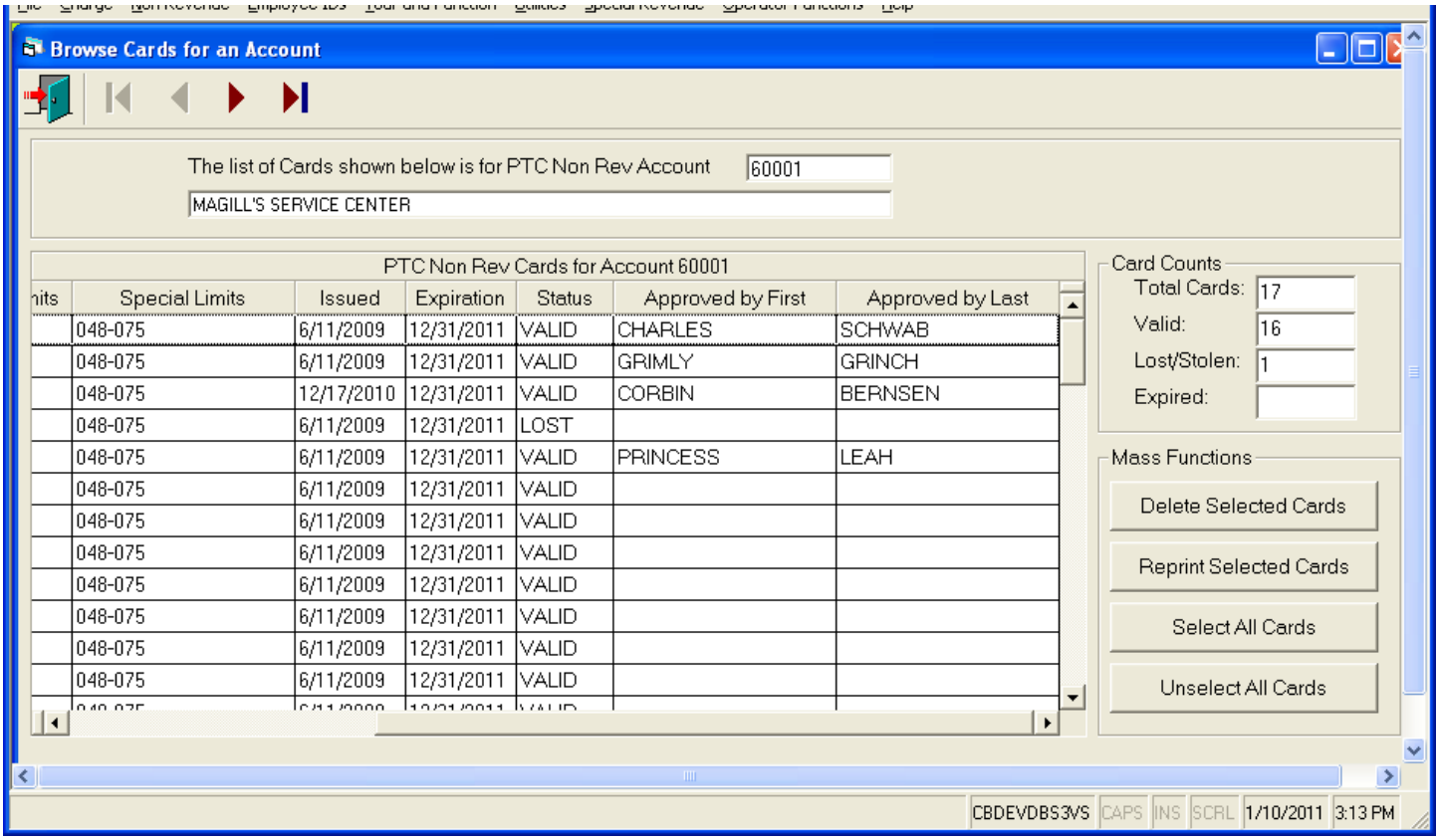


Click on the PTC card icon.

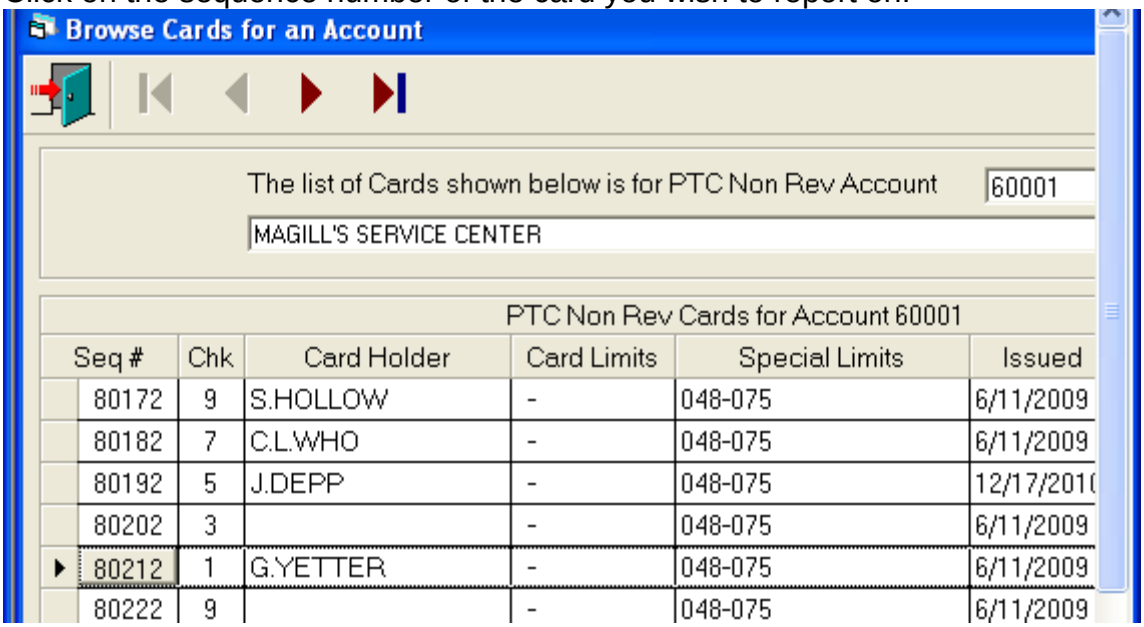
You will see a list of cards displayed for that account.


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account 60001
MAGILL'S SERVICE CENTER
PTC Non Rev Cards for Account 60001
Seq # | Chk | Card Holder | Card Limits | Special Limits | Issued | Expiration | Status
80172 | 9 | S.HOLLOW | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80182 | 7 | C.L.WHO | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80192 | 5 | J.DEPP | - | 048-075 | 12/17/2010 | 12/31/2011 | VALID
80202 | 3 | | - | 048-075 | 6/11/2009 | 12/31/2011 | LOST
80212 | 1 | G.YETTER | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80222 | 9 | | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80232 | 7 | | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80242 | 5 | | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80252 | 2 | | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80262 | 0 | | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80272 | 8 | | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
80282 | 6 | | - | 048-075 | 6/11/2009 | 12/31/2011 | VALID
Card Counts
Total Cards: 17
Valid: 16
Lost/Stolen: 1
Expired:
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards
CBDEVDBS3VS
CAPS
INS
SCRL
1/10/2011
3:12 PM

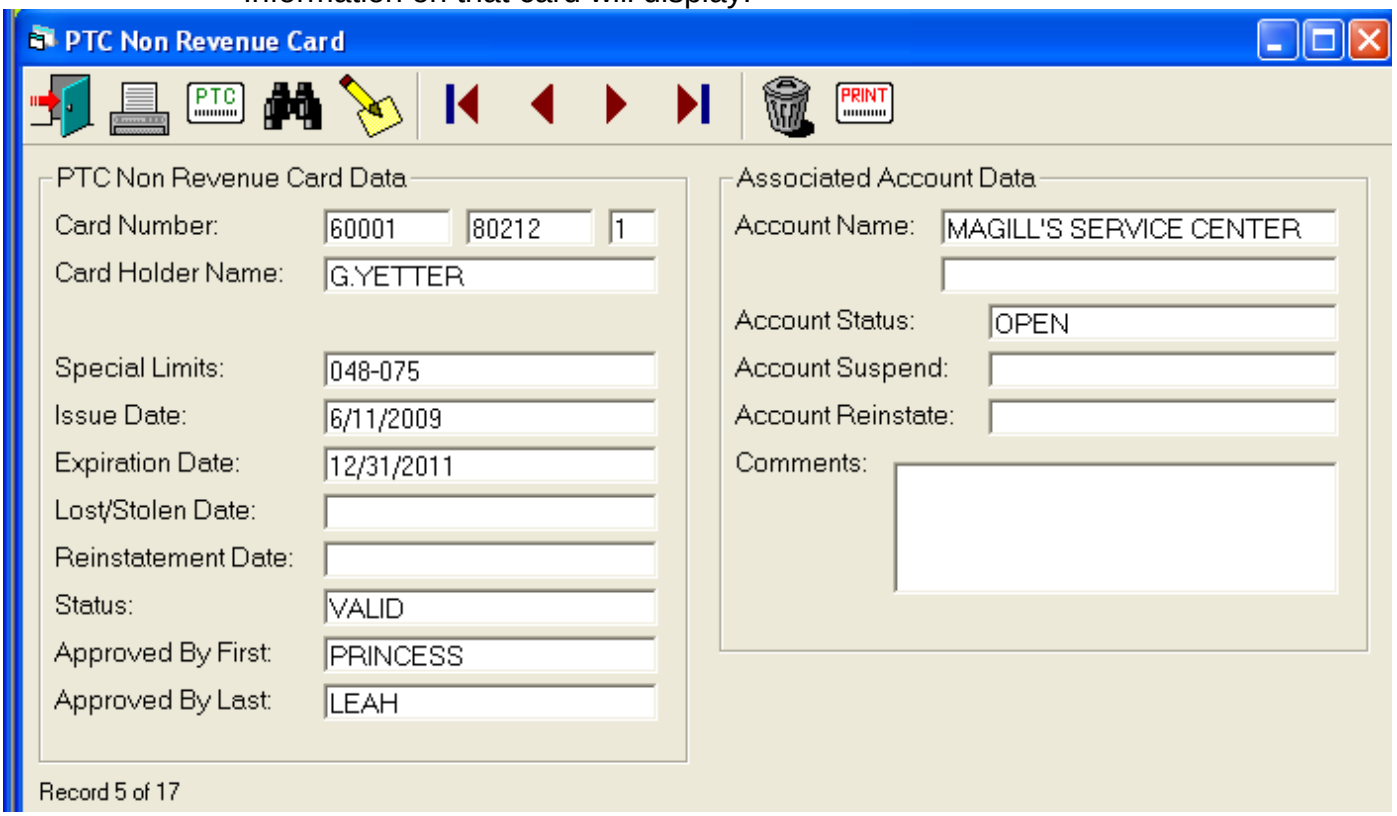
Slide the bottom scroll bar at the bottom of the screen to the right to see approved by fields


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
60001
MAGILL'S SERVICE CENTER
PTC Non Rev Cards for Account 60001
Special Limits | Issued | Expiration | Status | Approved by First | Approved by Last
048-075 | 6/11/2009 | 12/31/2011 | VALID | CHARLES | SCHWAB
048-075 | 6/11/2009 | 12/31/2011 | VALID | GRIMLY | GRINCH
048-075 | 12/17/2010 | 12/31/2011 | VALID | CORBIN | BERNSEN
048-075 | 6/11/2009 | 12/31/2011 | LOST
048-075 | 6/11/2009 | 12/31/2011 | VALID | PRINCESS | LEAH
Card Counts
Total Cards: 17
Valid: 16
Lost/Stolen: 1
Expired:
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards
CBDEVDBS3VS
CAPS
INS
SCRL
1/10/2011
3:13 PM

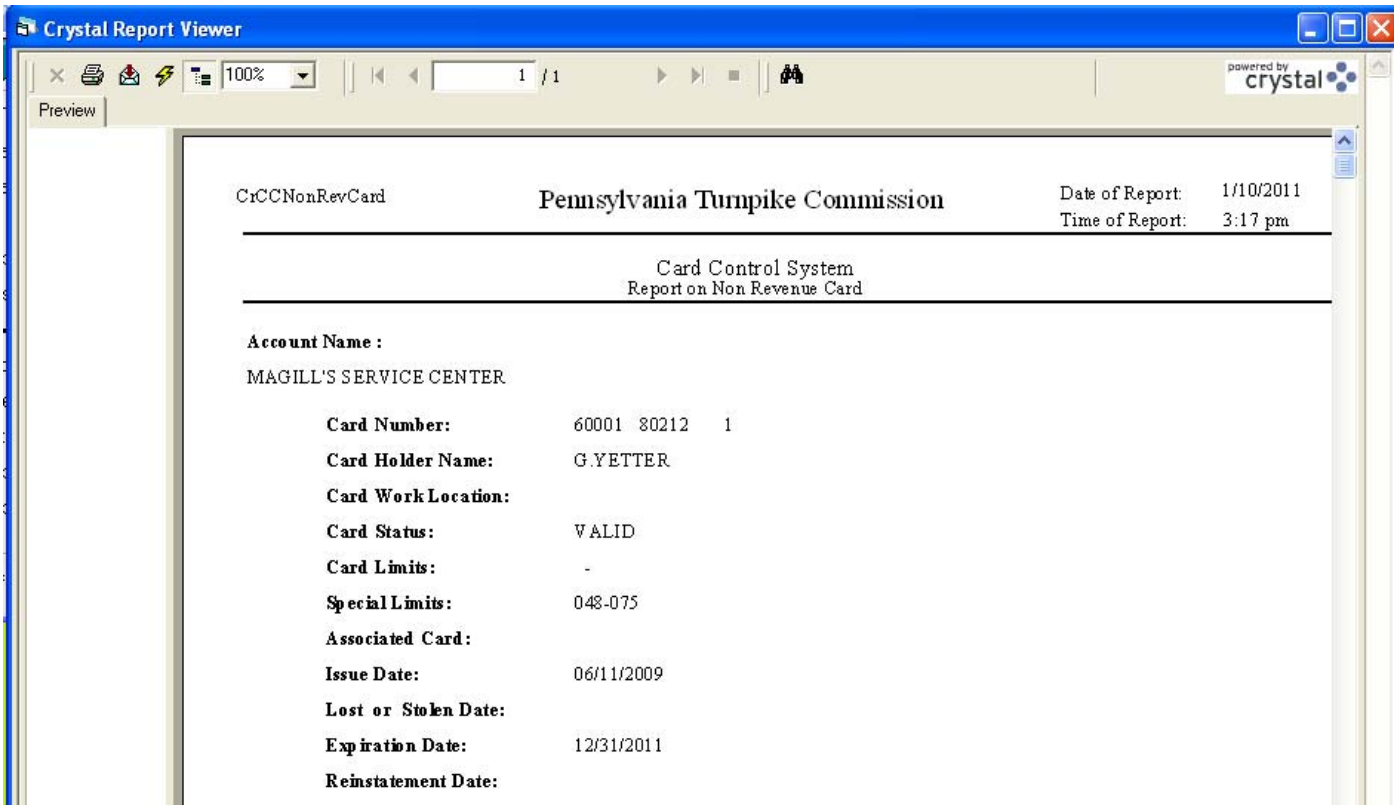
Click on the sequence number of the card you wish to report on.


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
60001
MAGILL'S SERVICE CENTER
PTC Non Rev Cards for Account 60001
Seq # | Chk | Card Holder | Card Limits | Special Limits | Issued
80172 | 9 | S.HOLLOW | - | 048-075 | 6/11/2009
80182 | 7 | C.L.WHO | - | 048-075 | 6/11/2009
80192 | 5 | J.DEPP | - | 048-075 | 12/17/201
80202 | 3 | | - | 048-075 | 6/11/2009
80212 | 1 | G.YETTER | - | 048-075 | 6/11/2009
80222 | 9 | | - | 048-075 | 6/11/2009

Information on that card will display.



Click on the printer icon.



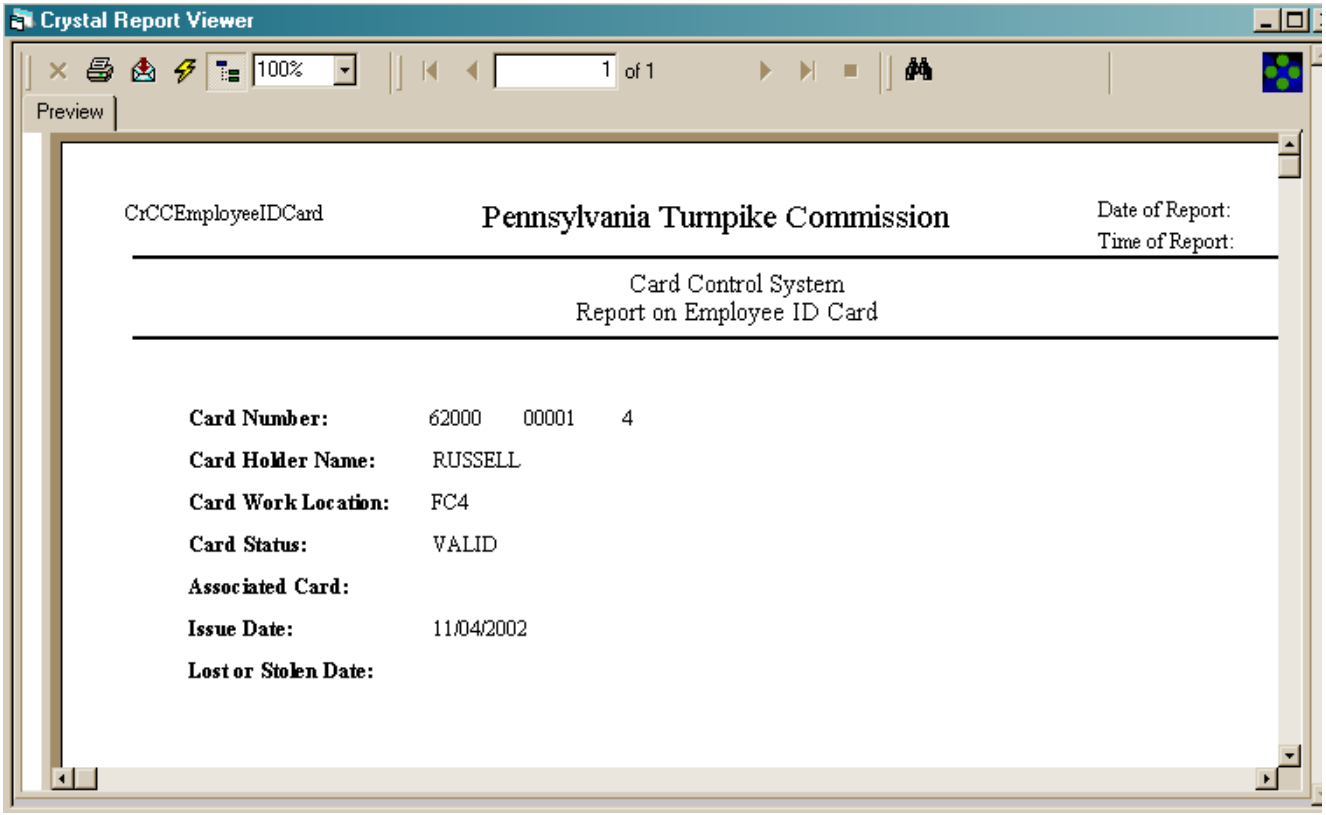
5.4. Employee ID Reports

5.4.1. Employee ID Reports found on Card Screen

From the main menu choose the 'Employee IDs' option.
Choose the 'Existing IDs' option from the sub-menu.

5.4.1.1. Report on Employee ID (CrCCEmployeeIDCard) Report

Click on the printer icon.

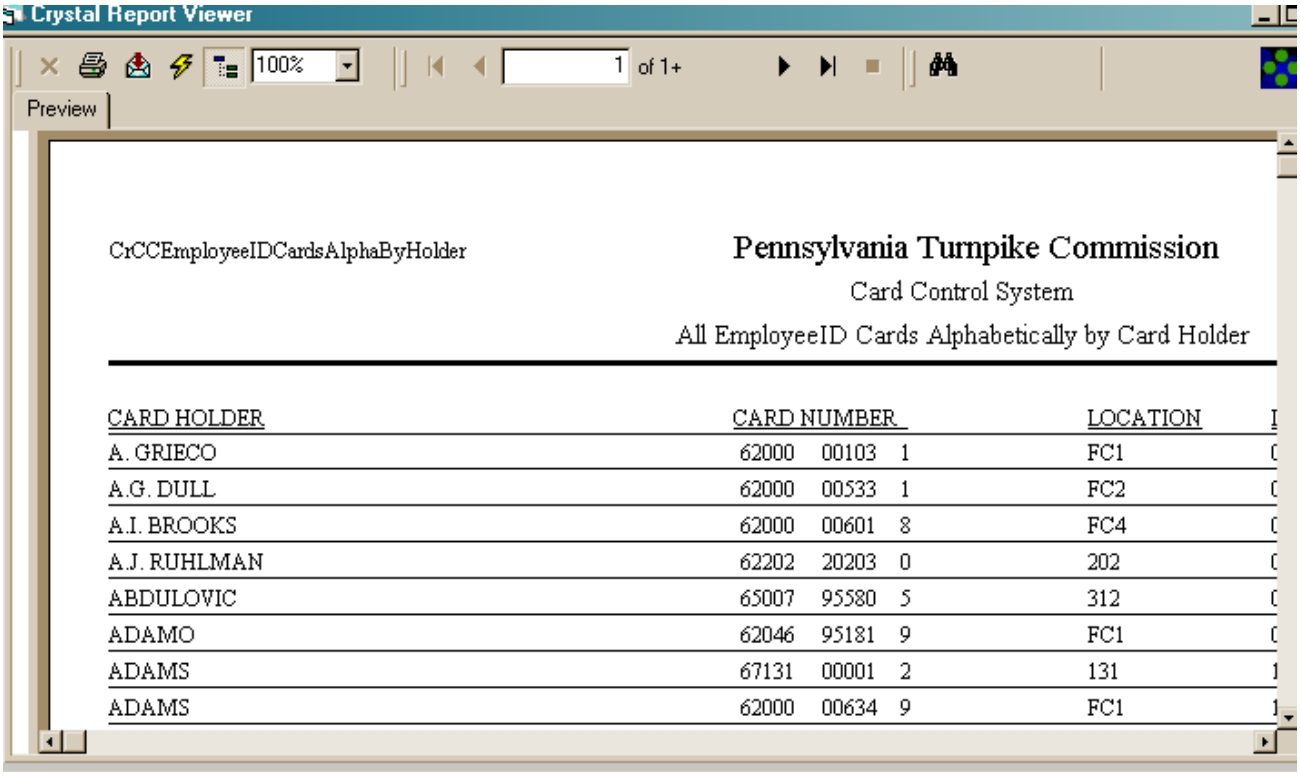


5.4.1.2. Employee ID Cards Alphabetic by Holder' (CrCCEmployeeIDCard) Report

This report lists the Employee ID cards in order by Card Holder.

Click on the arrow next to the printer icon.

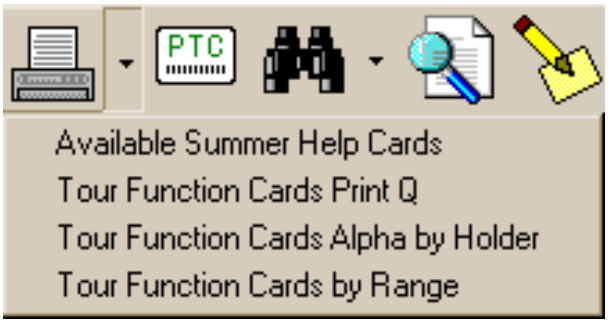
Select 'Employee ID Cards Alphabetic by Holder'



5.5. Tour and Function Card Reports

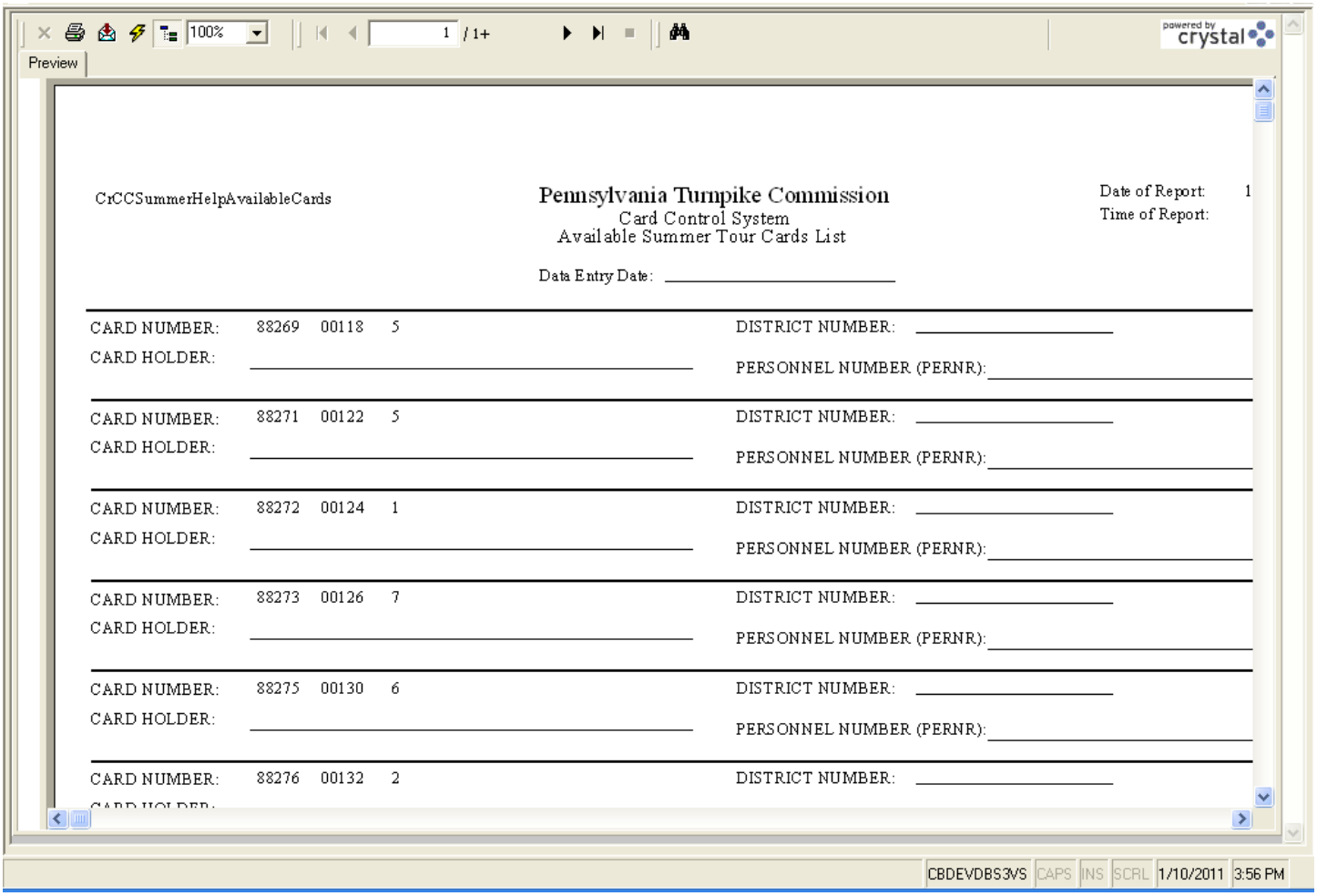
5.5.1. Tour and Function Reports Found on the Card Screen

From the main menu choose the 'Tour and Function' option.
Choose the 'Existing Cards' option from the sub-menu.
Click on the Printer icon.


PTC
Available Summer Help Cards
Tour Function Cards Print Q
Tour Function Cards Alpha by Holder
Tour Function Cards by Range

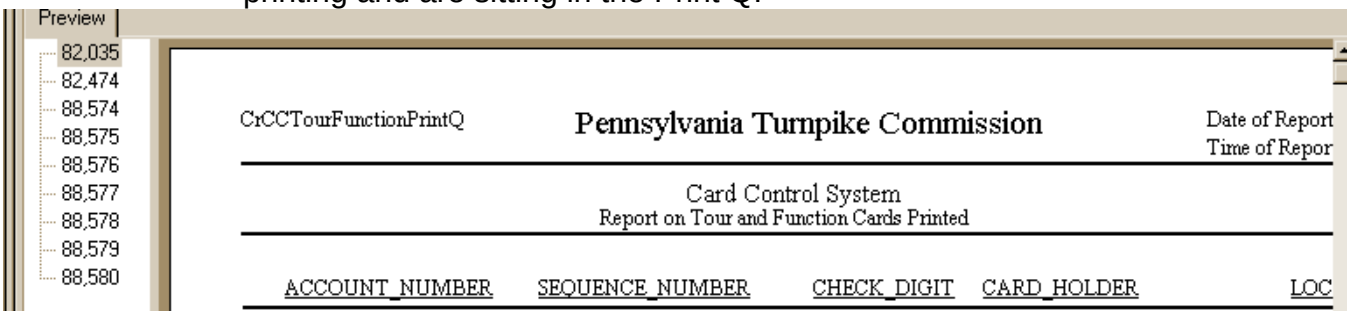
5.5.1.1. Available Summer Help Cards Report (CrCCSummerHelpAvailableCards)

This report lists all the cards marked as Summer Help Tour cards, but are available to be assigned to a new 'card holder'. The card numbers are listed on this report and have spaces available for 'card holder' name, district number and personnel number (Pernr). This report was created to assist the users of this system to be able to take information quickly over the phone, assign available card numbers, and then enter the data into the application later. These cards are immediately valid on the positive list.)



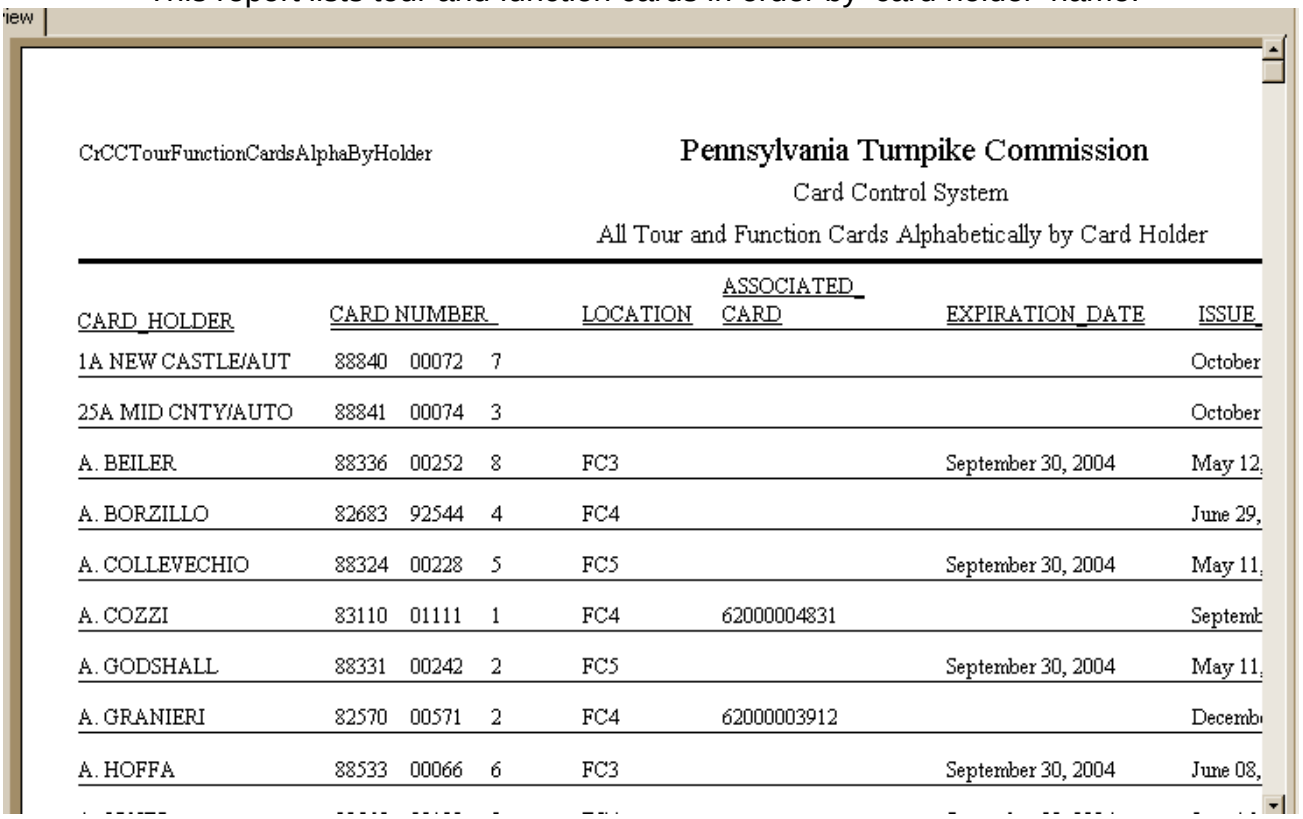
5.5.1.2. Tour Function Cards Print Q Report (CrCCTourFunctionPrintQ)

This report lists those Tour and Function cards, which have been marked for printing and are sitting in the Print Q.



5.5.1.3. Tour Function Cards Alpha by Holder Report (CrCCTourFunctionCardsAlphaByHolder)

This report lists tour and function cards in order by 'card holder' name.



CrCCTourFunctionCardsAlphaByHolder

Pennsylvania Turnpike Commission

Card Control System

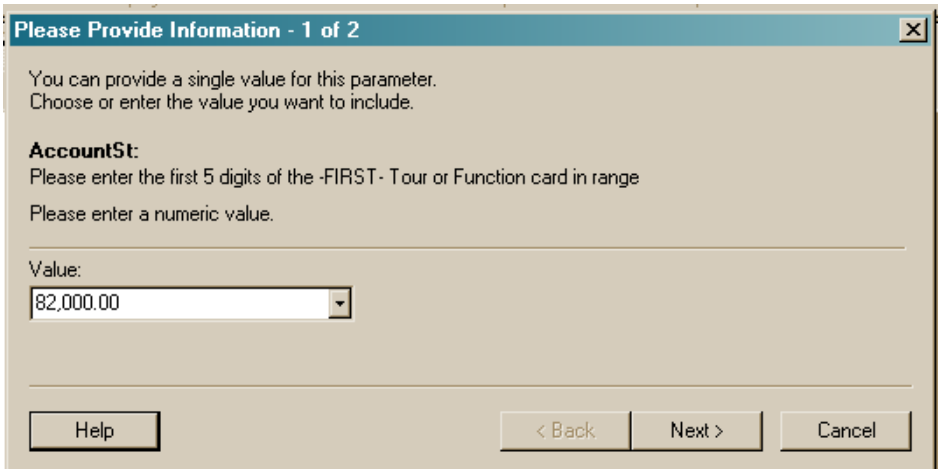
All Tour and Function Cards Alphabetically by Card Holder

CARD_HOLDER	CARD NUMBER			LOCATION	ASSOCIATED_ CARD	EXPIRATION_DATE	ISSUE_
1A NEW CASTLE/AUT	88840	00072	7				October
25A MID CNTY/AUTO	88841	00074	3				October
A. BEILER	88336	00252	8	FC3		September 30, 2004	May 12,
A. BORZILLO	82683	92544	4	FC4			June 29,
A. COLLEVECHIO	88324	00228	5	FC5		September 30, 2004	May 11,
A. COZZI	83110	01111	1	FC4	62000004831		Septemb
A. GODSHALL	88331	00242	2	FC5		September 30, 2004	May 11,
A. GRANIERI	82570	00571	2	FC4	62000003912		Decembe
A. HOFFA	88533	00066	6	FC3		September 30, 2004	June 08,

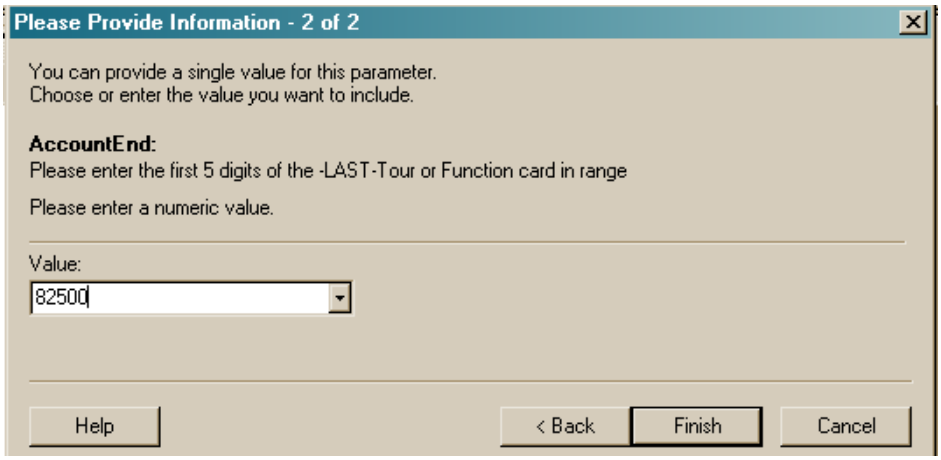
5.5.1.4. Tour Function Cards by Range Report (CrCCTourFunctionCardsbyRange)

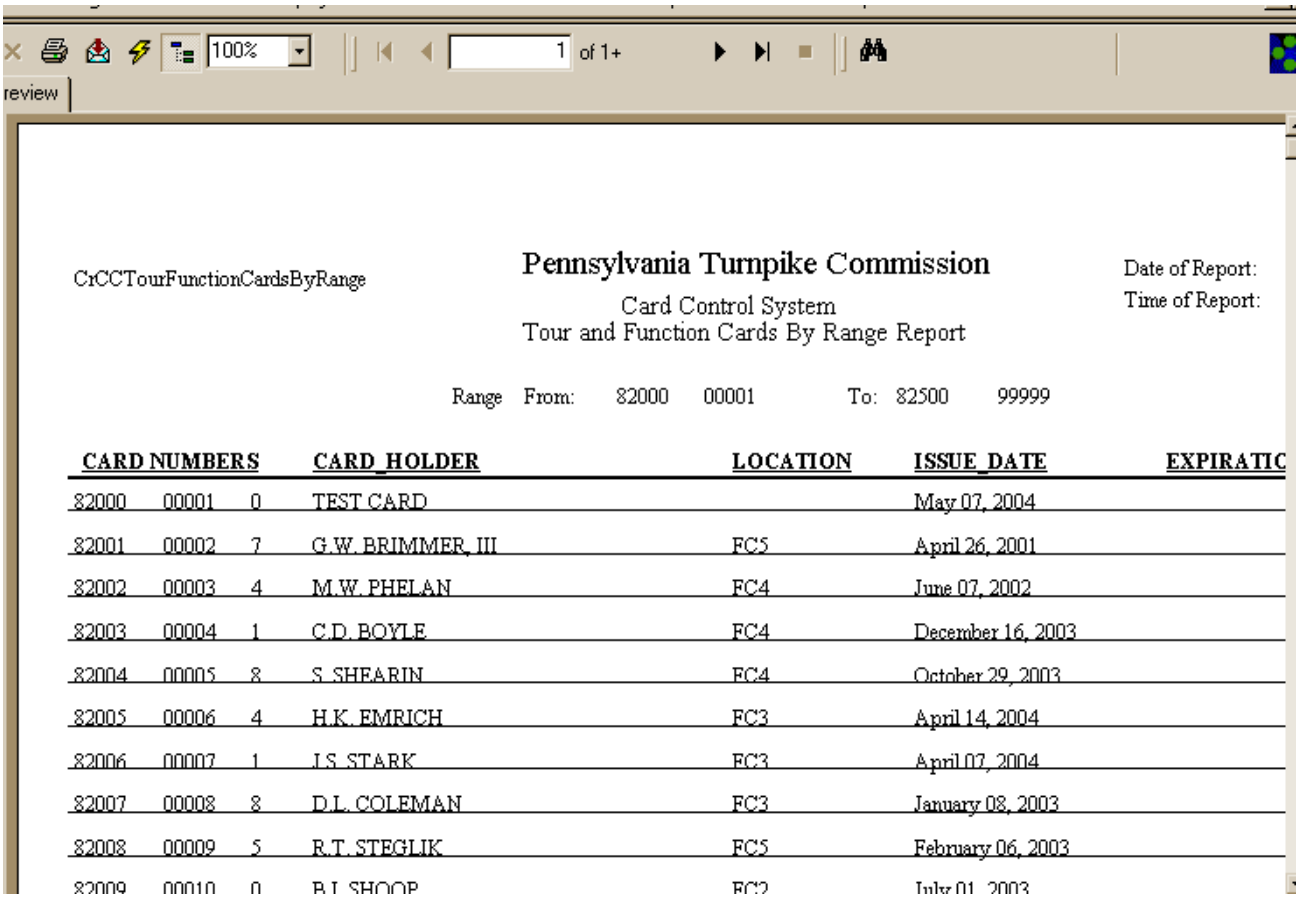
This report will list tour and function cards whose numbers fall in the range you specify.

You will be prompted for the first account number in the range.
Enter one (or keep the default) and click next.


Please Provide Information - 1 of 2
You can provide a single value for this parameter.
Choose or enter the value you want to include.
AccountSt:
Please enter the first 5 digits of the -FIRST- Tour or Function card in range
Please enter a numeric value.
Value:
82,000.00
Help
< Back
Next >
Cancel

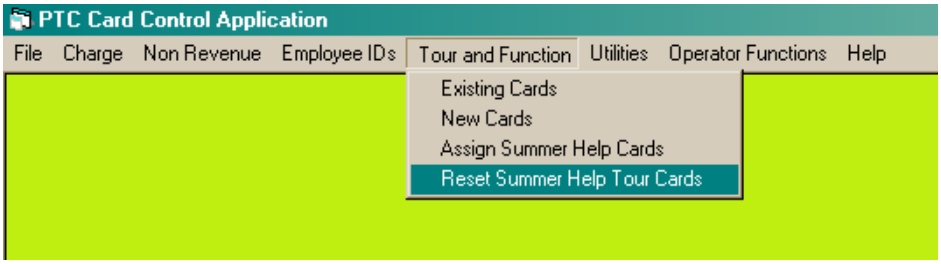
You will be prompted for an account number for the end of the range of accounts.
Enter one (or keep the default) and click Finish.


Please Provide Information - 2 of 2
You can provide a single value for this parameter.
Choose or enter the value you want to include.
AccountEnd:
Please enter the first 5 digits of the -LAST-Tour or Function card in range
Please enter a numeric value.
Value:
82500
Help
< Back
Finish
Cancel

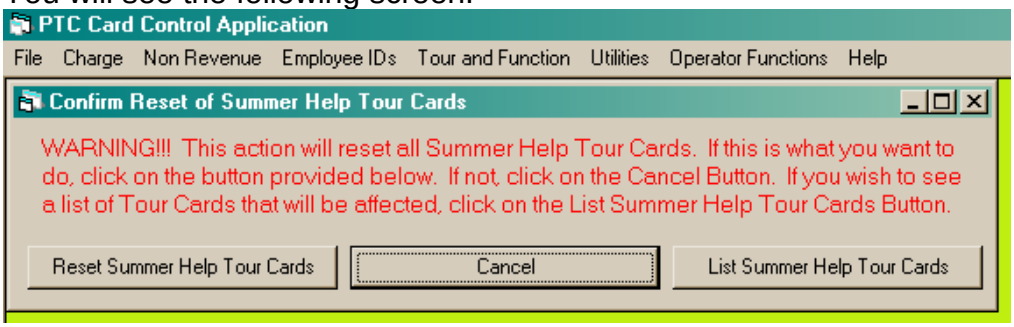

100%
1 of 1+
review
CrCCTourFunctionCardsByRange
Pennsylvania Turnpike Commission
Card Control System
Tour and Function Cards By Range Report
Date of Report:
Time of Report:
Range From: 82000 00001 To: 82500 99999
CARD NUMBERS
CARD_HOLDER
LOCATION
ISSUE_DATE
EXPIRATIC
82000 00001 0 TEST CARD May 07, 2004
82001 00002 7 G.W. BRIMMER, III FC5 April 26, 2001
82002 00003 4 M.W. PHELAN FC4 June 07, 2002
82003 00004 1 C.D. BOYLE FC4 December 16, 2003
82004 00005 8 S. SHEARIN FC4 October 29, 2003
82005 00006 4 H.K. EMRICH FC3 April 14, 2004
82006 00007 1 J.S. STARK FC3 April 07, 2004
82007 00008 8 D.L. COLEMAN FC3 January 08, 2003
82008 00009 5 R.T. STEGLIK FC5 February 06, 2003
82009 00010 0 B.J. SHOOP FC2 July 01, 2003

5.5.2. Tour and Function Reports Found on the 'Reset Summer Help Tour Cards' Screen

From the main menu choose the 'Tour and Function' option.
Choose the 'Reset Summer Help Tour Cards' option from the sub-menu.



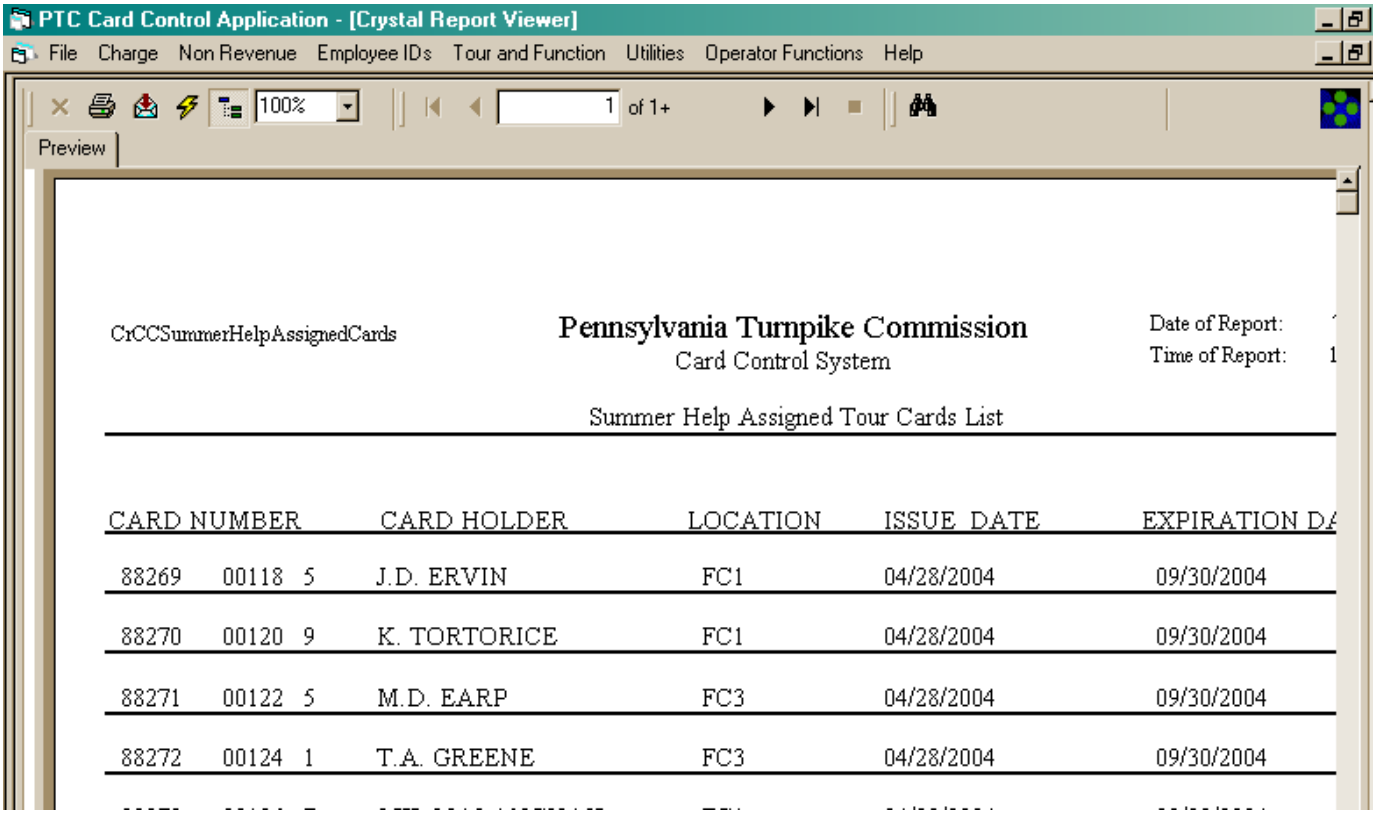
You will see the following screen:


PTC Card Control Application
File
Charge
Non Revenue
Employee IDs
Tour and Function
Utilities
Operator Functions
Help
Confirm Reset of Summer Help Tour Cards
WARNING!!! This action will reset all Summer Help Tour Cards. If this is what you want to do, click on the button provided below. If not, click on the Cancel Button. If you wish to see a list of Tour Cards that will be affected, click on the List Summer Help Tour Cards Button.
Reset Summer Help Tour Cards
Cancel
List Summer Help Tour Cards

Click on the 'List Summer Help Tour Cards' button.

5.5.2.1. Summer Help Assigned Tour Cards Report (CrCCSummerHelpAssignedCards)

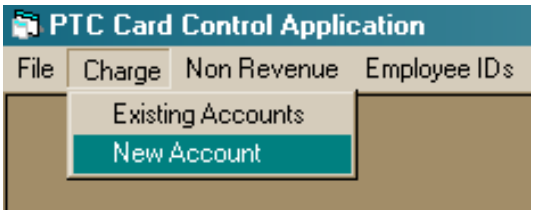
The preview of the 'Summer Help Assigned Tour Cards List' report will display.


PTC Card Control Application - [Crystal Report Viewer]
File Charge Non Revenue Employee IDs Tour and Function Utilities Operator Functions Help
100%
1 of 1+
Preview
CrCCSummerHelpAssignedCards
Pennsylvania Turnpike Commission
Card Control System
Date of Report:
Time of Report:
Summer Help Assigned Tour Cards List
CARD NUMBER CARD HOLDER LOCATION ISSUE DATE EXPIRATION DA
88269 00118 5 J.D. ERVIN FC1 04/28/2004 09/30/2004
88270 00120 9 K. TORTORICE FC1 04/28/2004 09/30/2004
88271 00122 5 M.D. EARP FC3 04/28/2004 09/30/2004
88272 00124 1 T.A. GREENE FC3 04/28/2004 09/30/2004

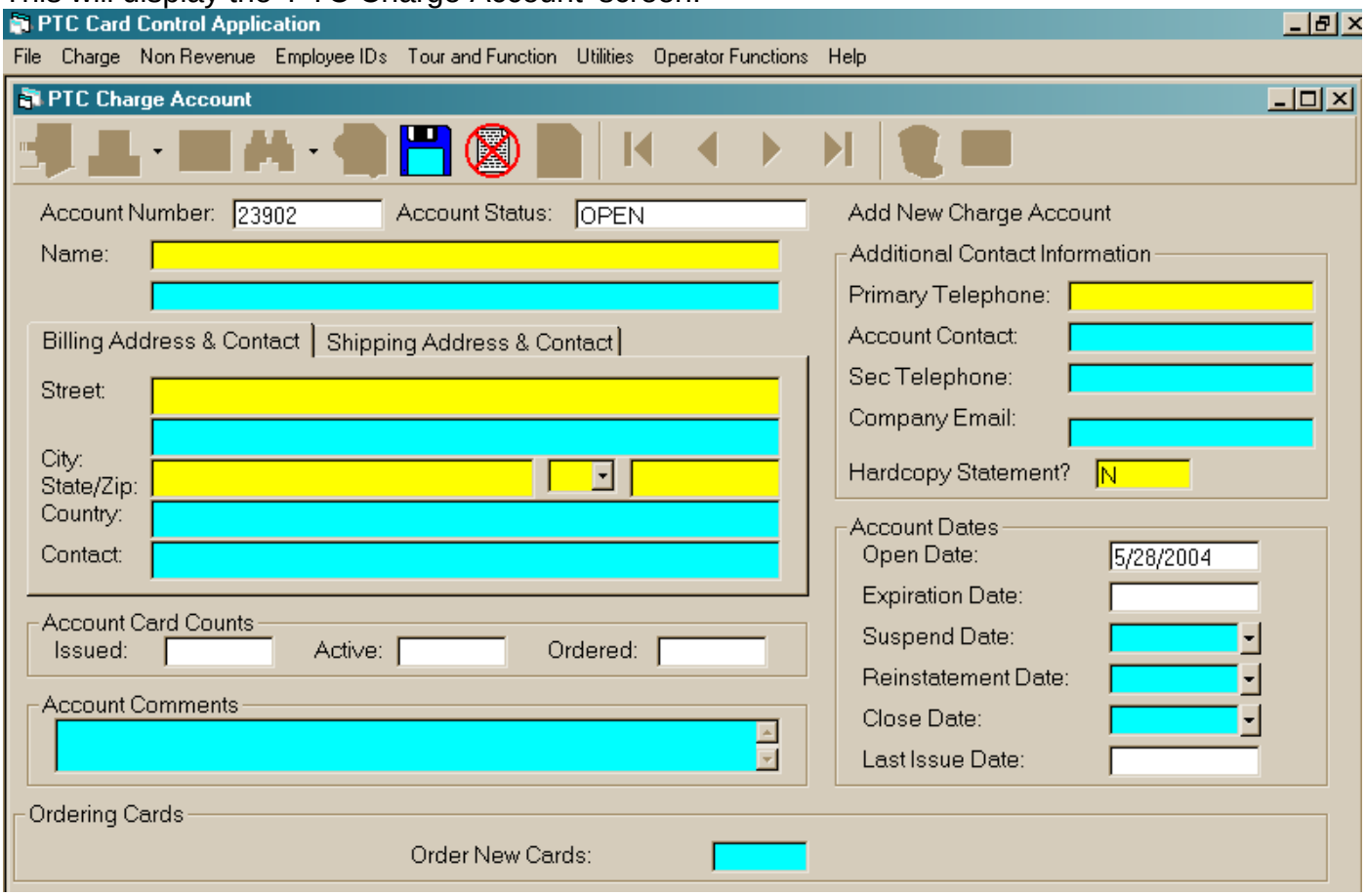
6. Charge (Currently not being used)

6.1. Create a New Charge Account

From the menu item select 'Charge'. From the submenu select item 'New Account'.



This will display the 'PTC Charge Account' screen.



6.1.1. Provided Data

As you can see the next available Account number in the system is provided for you, along with Account Status (which will always be OPEN when opening a new account), and the Open Date will be set to the current date.

6.1.2. Entering Data

6.1.2.1. Field Highlights

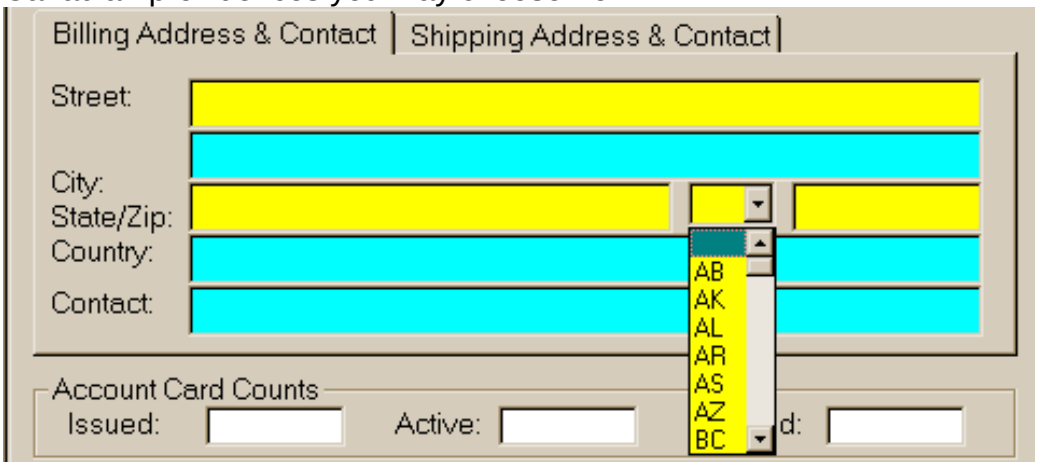
As with all the screens in this application:

- All white fields cannot be edited.
- You must provide information in all yellow fields. If you forget any of the yellow fields and try to save you will see an error message.
- All blue fields are optional. You will still be able to save the new account without providing information in the blue fields.

An arrow next to fields like the state or the date fields, indicate that options will be provided for you.

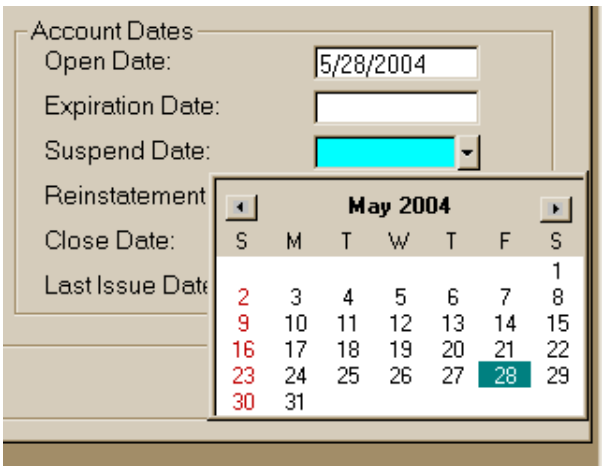
6.1.2.2. State Field Drop Down Boxes

For the state field, selecting the arrow box will show a list of States and Canadian providences you may choose from.



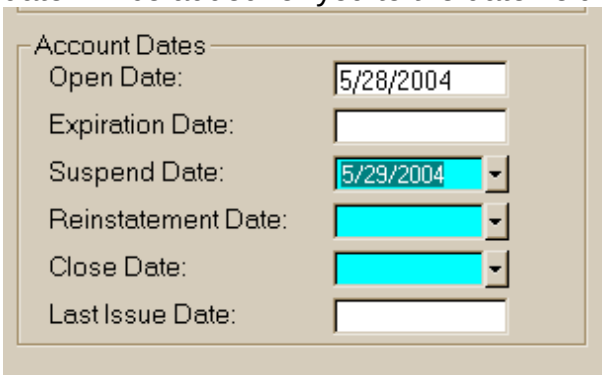
6.1.2.3. Date Field Drop Down Boxes

Will look like the following:



You may select different months by navigating with the left and right arrow buttons.

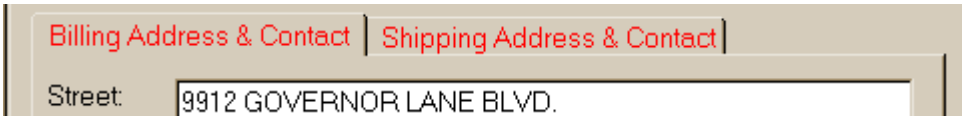
When you've reached the correct month, click on the appropriate day, and the date will be added for you to the date field.



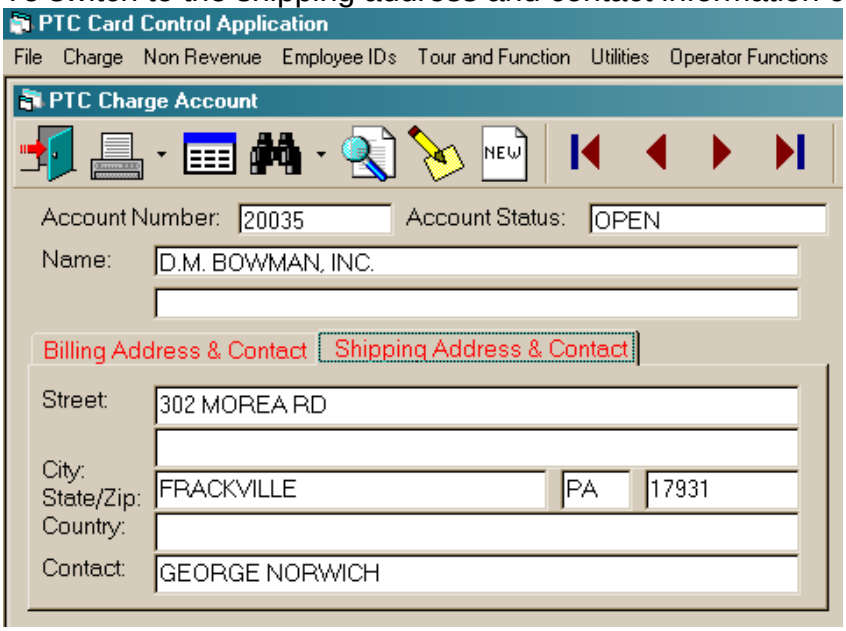
6.1.2.4. Shipping Address and Contact

If there is no data entered in the shipping address or contact fields the address tabs will display in **black**.

If there is data entered in the shipping address or contact fields the address tabs will display in **red**.



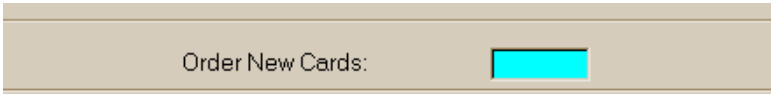
To switch to the shipping address and contact information click on the tab.



Note: While scrolling through accounts, the system defaults to display Billing address and contact information. You must select the shipping tab to see its information.

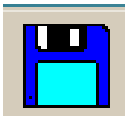
6.1.2.5. Ordering Cards with New Account

To order cards for a new account enter the amount in the 'Order New Cards' field.



6.1.3. Save New Account

To save the new account select the save icon.



6.1.4. Cancel New Account

To cancel the addition of the new account, select the cancel button.

If you added or changed any data, you will then be asked to confirm your request to cancel.

Click the Yes button if you wish to cancel.
If you did not change any data, the screen will close for the account you had opened and you will see an account in View Mode.

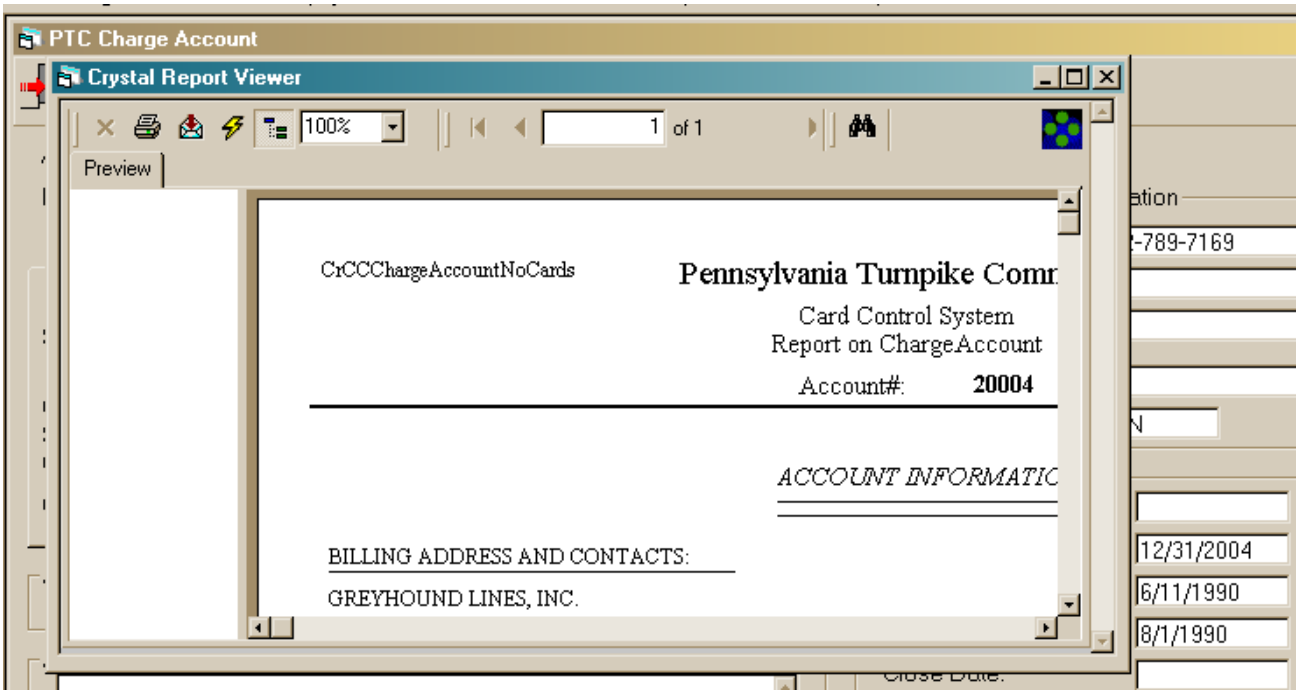
6.2. Update Charge Account Information

To update a Charge Account once you have performed a Find on the account (See Section 4.3), click the Edit button.

The 'PTC Charge Account' screen will open in edit mode. (You will know you are in edit mode because some of the fields will be yellow and other blue. View mode shows all fields with a white background only.)

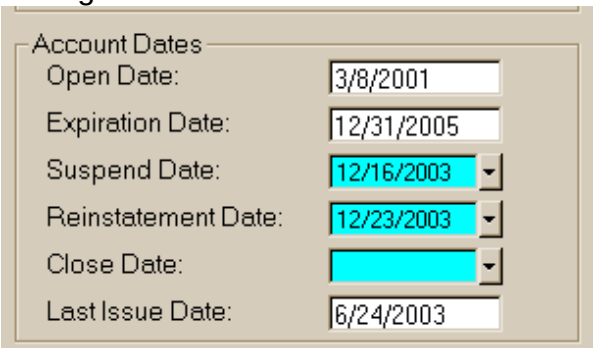
6.2.1. Automated Report (CrCCChargeAccountNoCards)

Once you click the Save button after your changes a report will display automatically in the Crystal Report Viewer.



6.2.2. Close a Charge Account

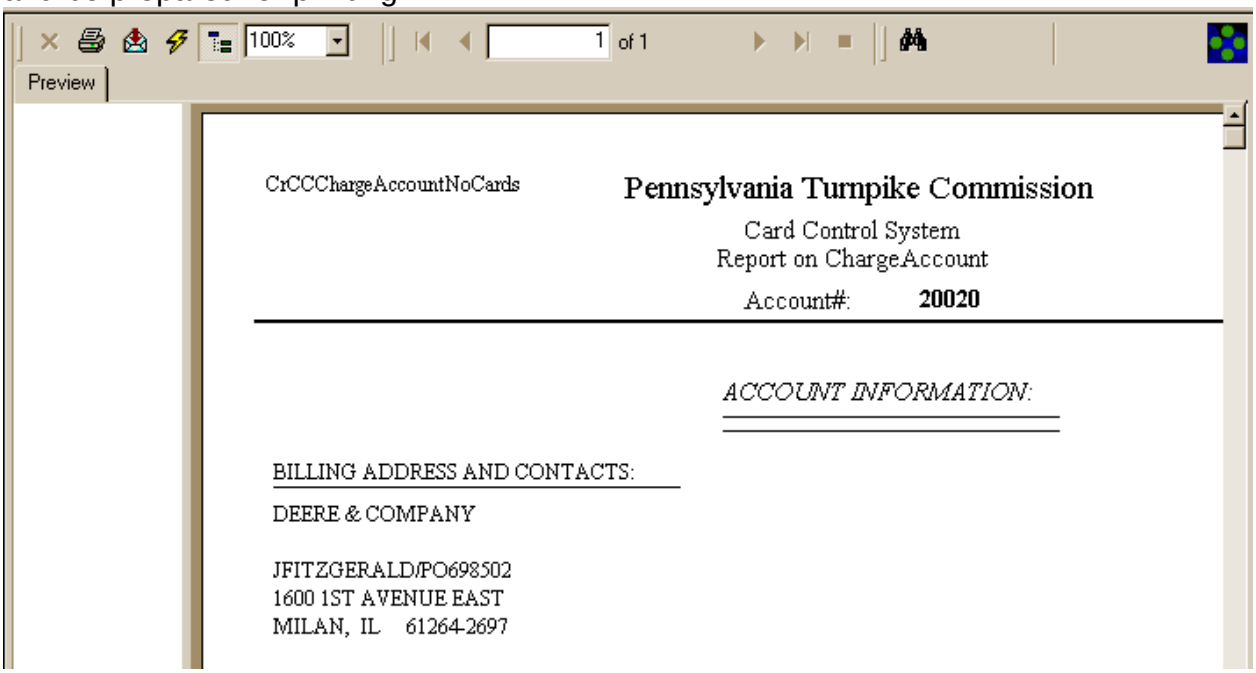
Find the account you wish to close. Select the edit button.
Change the close date on the account.



Click the Save button to save changes or

click the Cancel button.

Since you've made changes to the data the following report will automatically display and be prepared for printing:



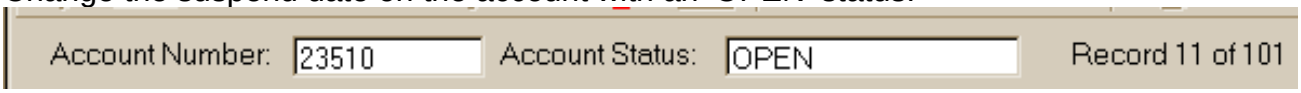
To print the report click the printer icon

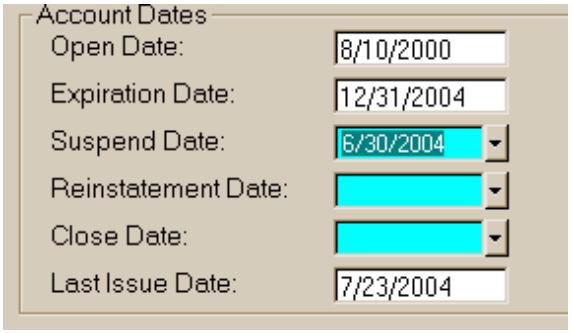
or click the X in the upper right hand corner of the screen to close the Crystal Report viewer if you don't wish to print the report.

Once you've closed the Crystal report viewer you will see the account you closed displayed in view mode.

6.2.3. Suspend a Charge Account

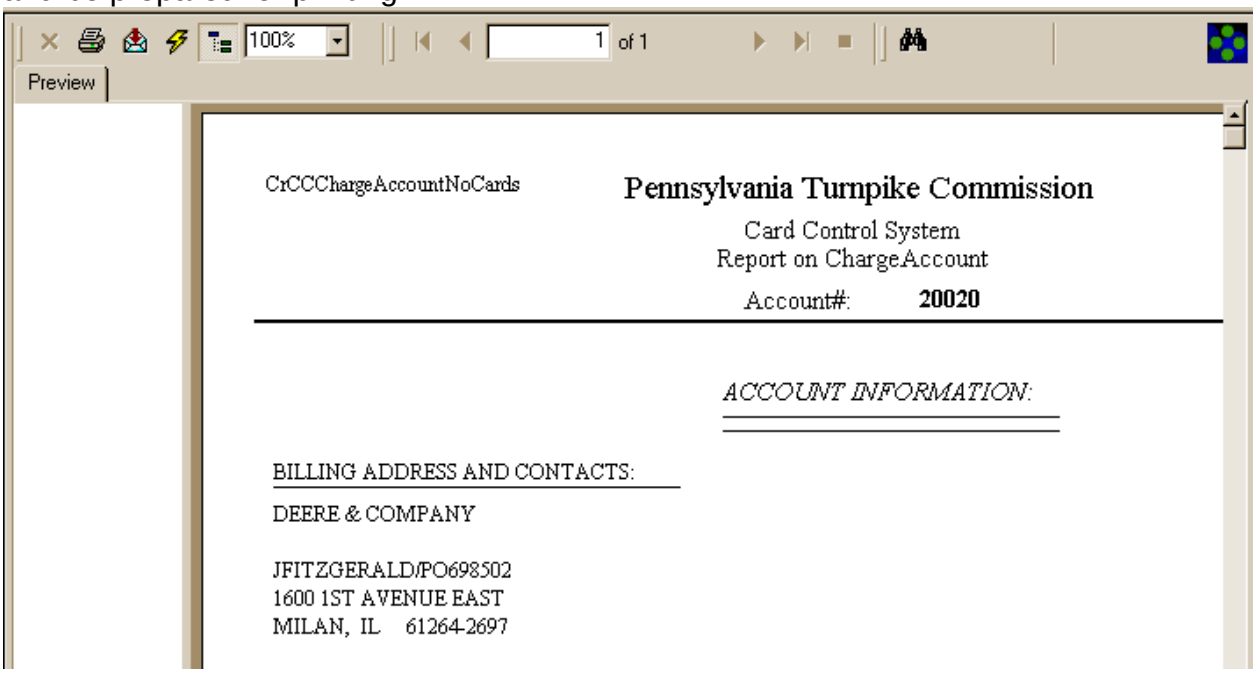
Find the account you wish to close. Select the edit button.
Change the suspend date on the account with an 'OPEN' status.





Click the Save button to save changes

Since you've made changes to the data the following report will automatically display and be prepared for printing:

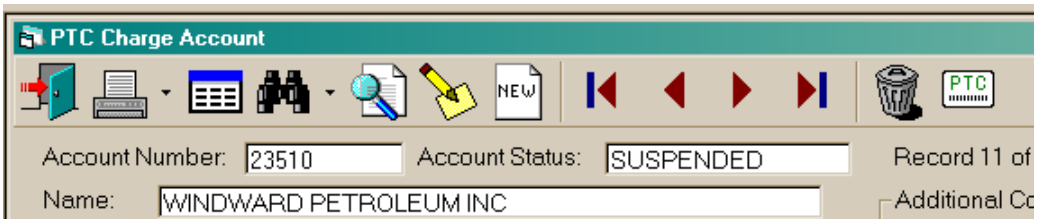


To print the report click the printer icon

or click the X in the upper right hand corner of the screen to close the Crystal Report viewer if you don't wish to print the report.

Once you've closed the Crystal report viewer you will see the account you closed displayed in view mode.

You will see the account status information has changed to 'SUSPENDED'.

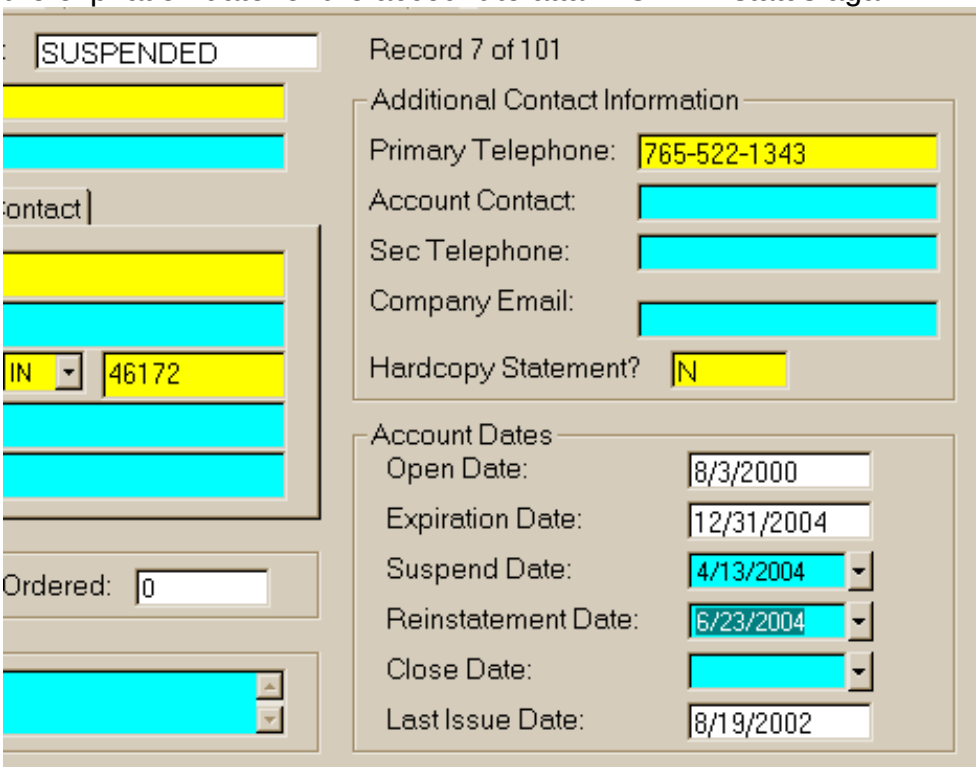


Or if you don't wish to save, then click the Cancel button.

6.2.4. Reinstate a Charge Account

Find the account you wish to reinstate. Select the edit button. Change the reinstate date on the account.

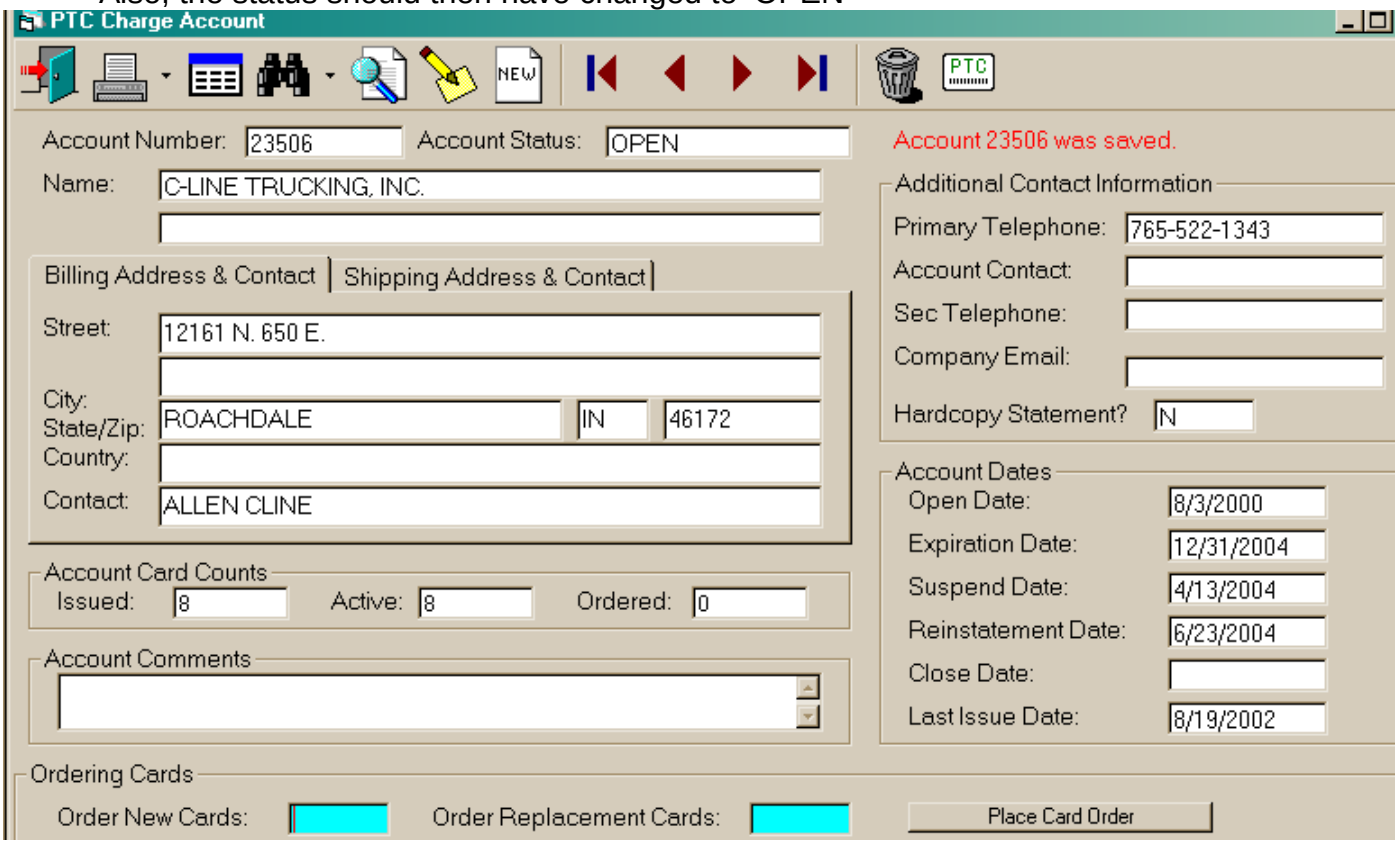
Note: The reinstate date will need to be greater than the suspend date and less than the expiration date for the account to attain 'OPEN' status again.



Click the Save button to save changes or

You will see a message that the changes were saved:

Also, the status should then have changed to 'OPEN'



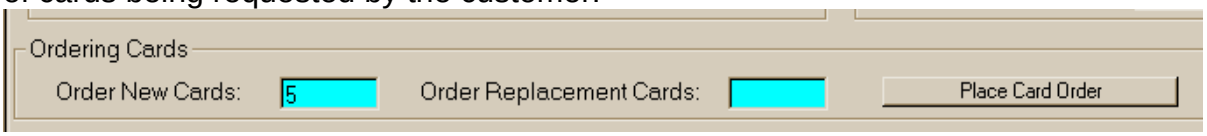
6.3. Charge Cards

6.3.1. Order New Cards

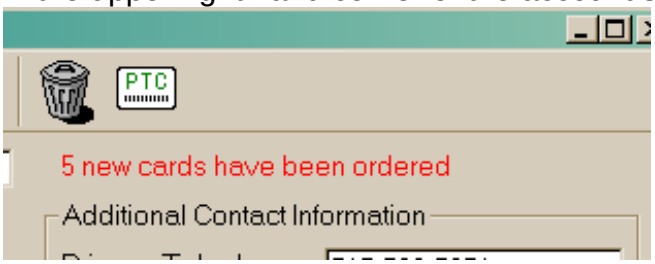
Sometimes an existing account will request cards in addition to those requested when the account was created or after they've requested replacement cards. To order additional cards for an account:

Select 'Charge' from the main menu.
Select 'Existing accounts' from the sub menu.
Find the account you wish to order cards for.

At the bottom of the Account screen you will see under 'Ordering Cards' a blue highlighted box next to 'Order New Cards'. This is where you want to enter the amount of cards being requested by the customer.



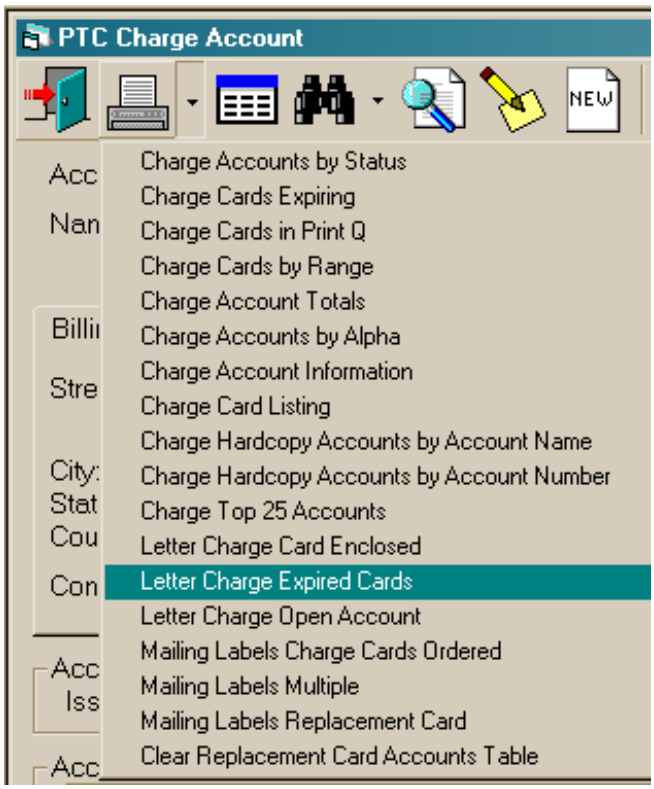
Next click the 'Place Card Order' button.
You will then see a message that the cards have been ordered, similar to the following in the upper right hand corner of the account screen:

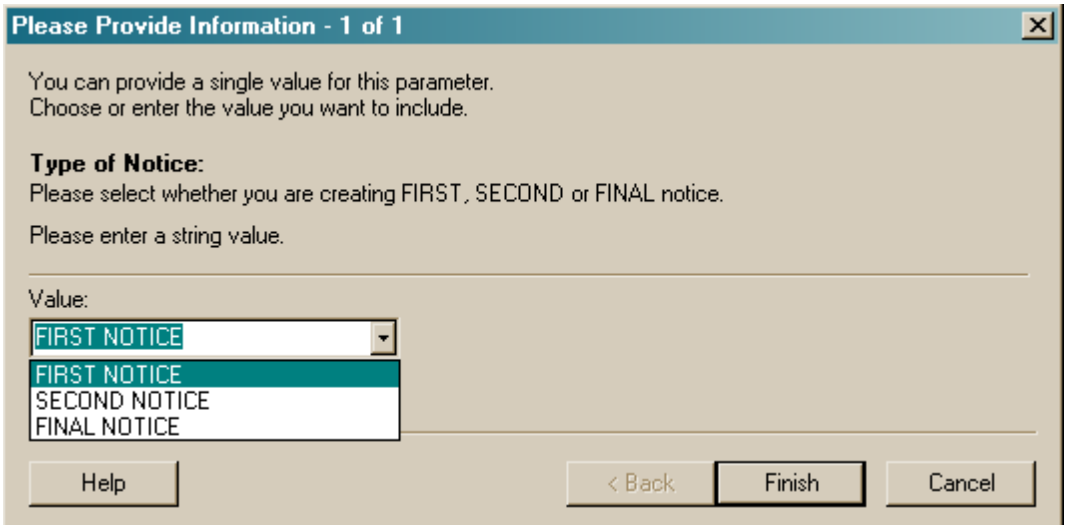


6.3.2. Order Replacement Cards

6.3.2.1. Replacement Letter

(See also section 6.2.1.14).
Around May of each year letters go out to customers informing them that their PTC Charge cards are to expire on December 31st of that year. These letters are mass produced and can be run by opening the Charge menu and then Existing Accounts. Select the arrow next to the Print button. Select 'Letter Charge Expired Cards'.

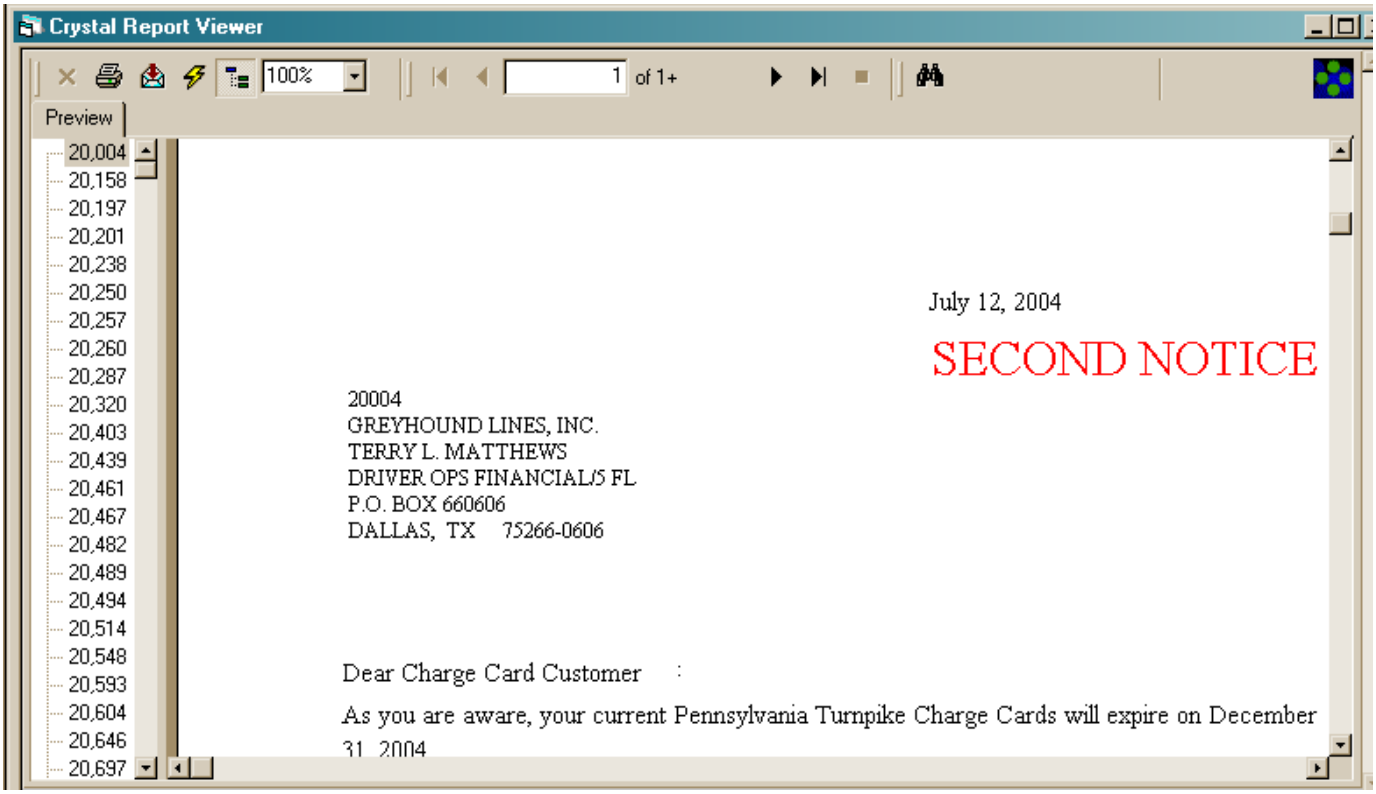




You will then be prompted for the type of notice. The first time you send the company this letter you will choose 'FIRST NOTICE', the second time you send this notice you will choose 'SECOND NOTICE' and the third time you will choose 'FINAL NOTICE'.

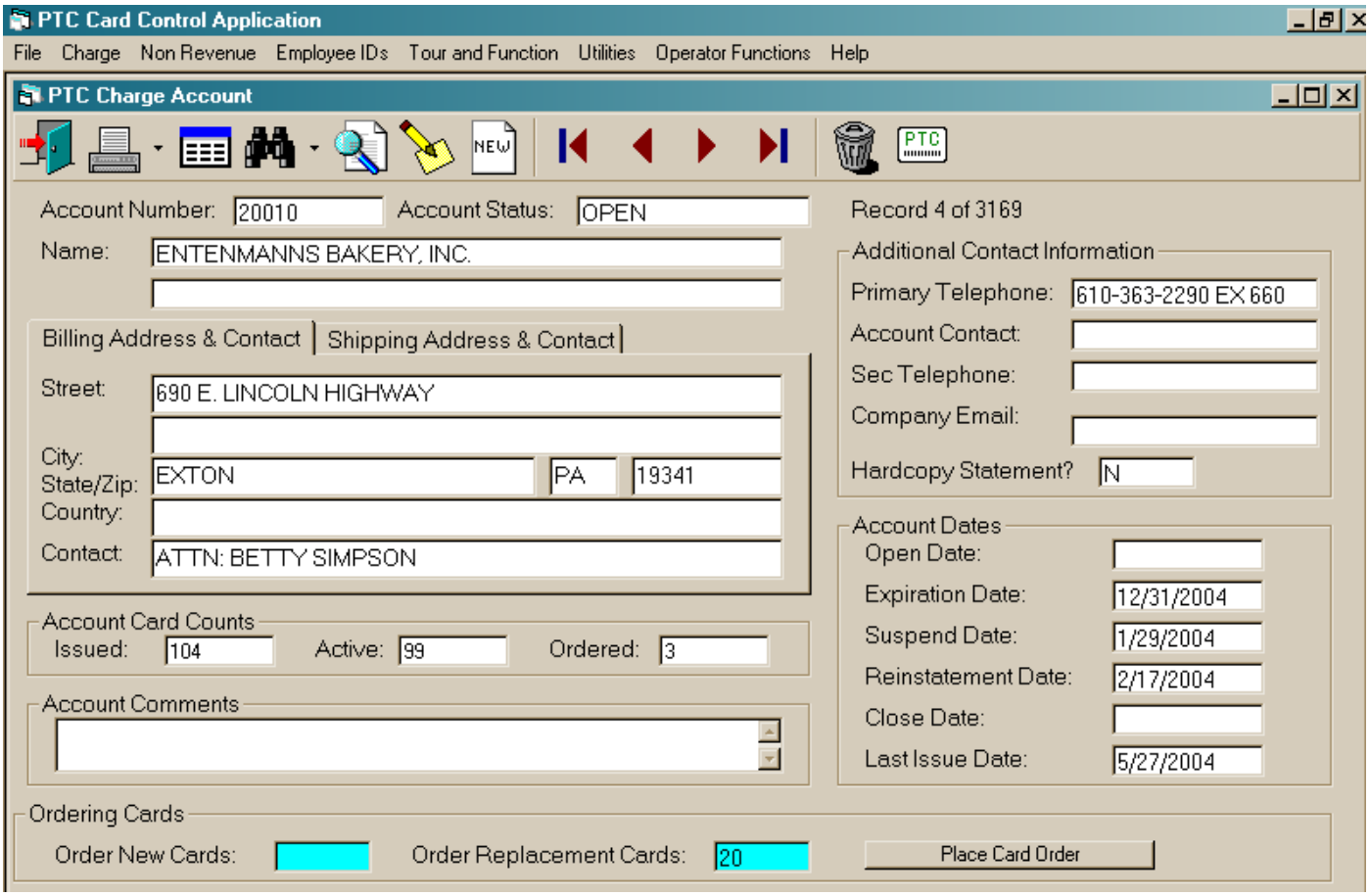
Click the Finish button.

Note: If you chose 'FIRST NOTICE' no message will appear under the date on the report, but if you chose one of the other options you will see in red large text, SECOND NOTICE' or 'FINAL NOTICE' accordingly.



6.3.2.2. Place an Order for Replacement Cards

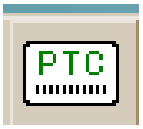
When the customers return the Replacement Cards Letter, you will be able to order replacement cards for that account. Find the account (See section 4.1).



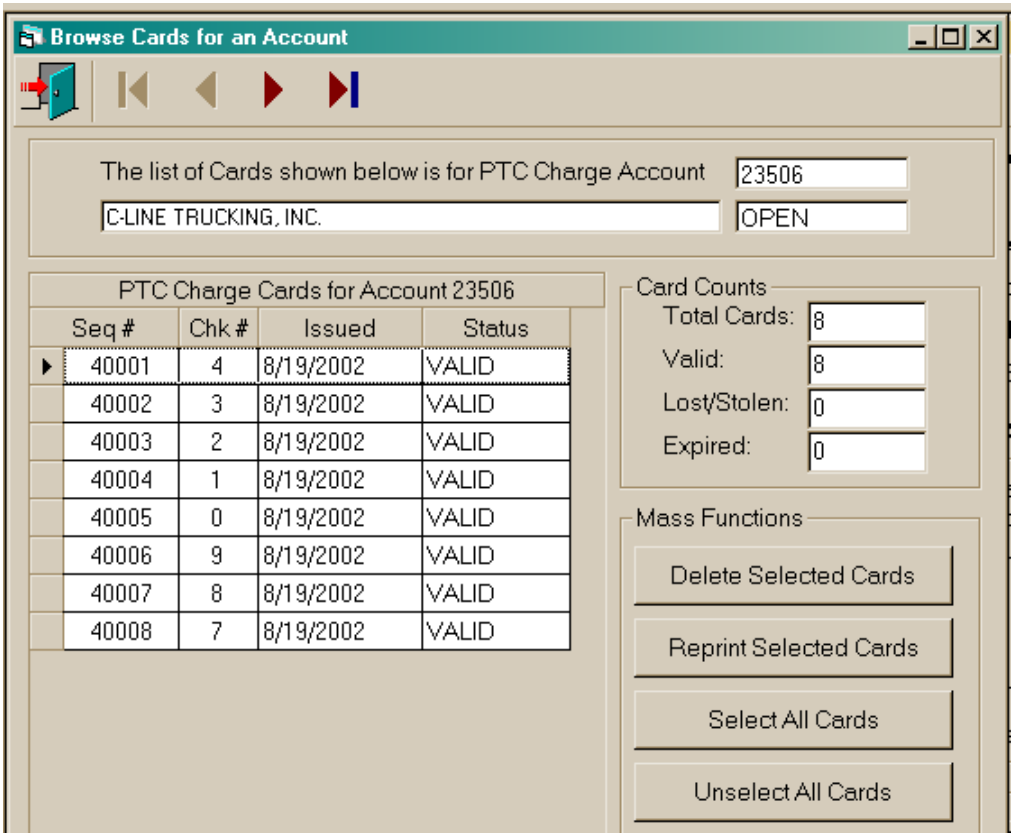
Enter the number of cards they want in the 'Order Replacement Cards' field. Click the 'Place Card Order' button.

6.3.3. Delete Cards

To remove cards from an account, select the cards button.

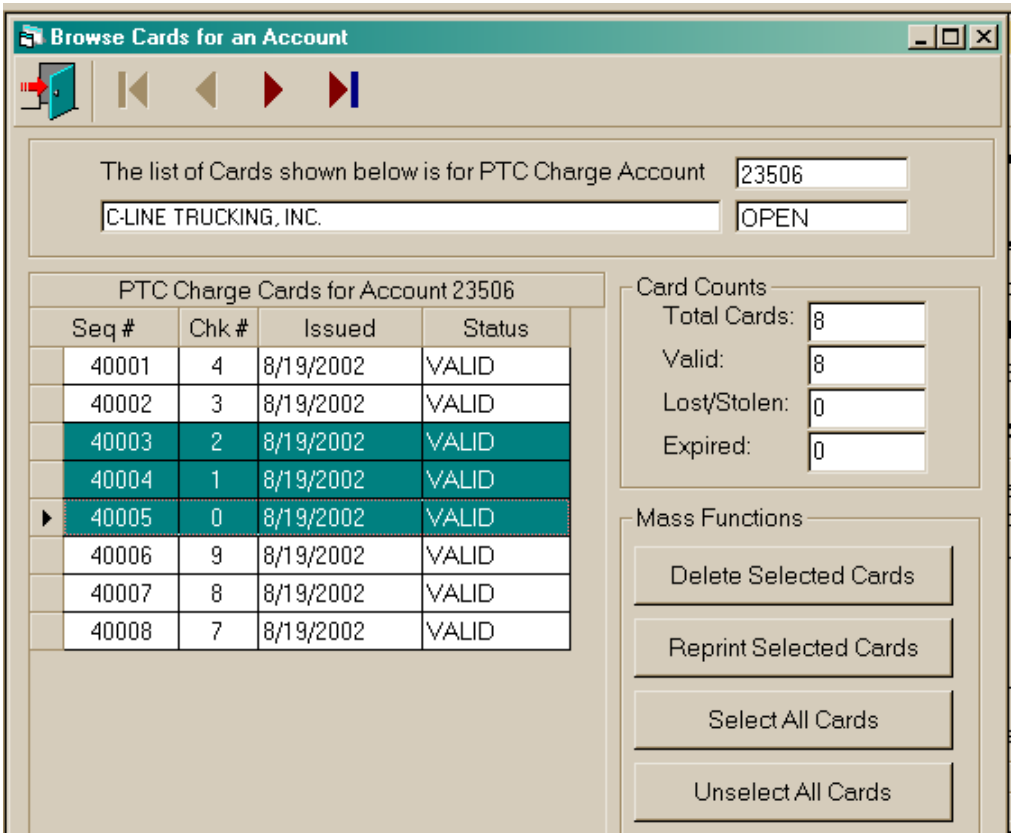


The 'Browse Cards for an Account' screen will display the cards for that account.

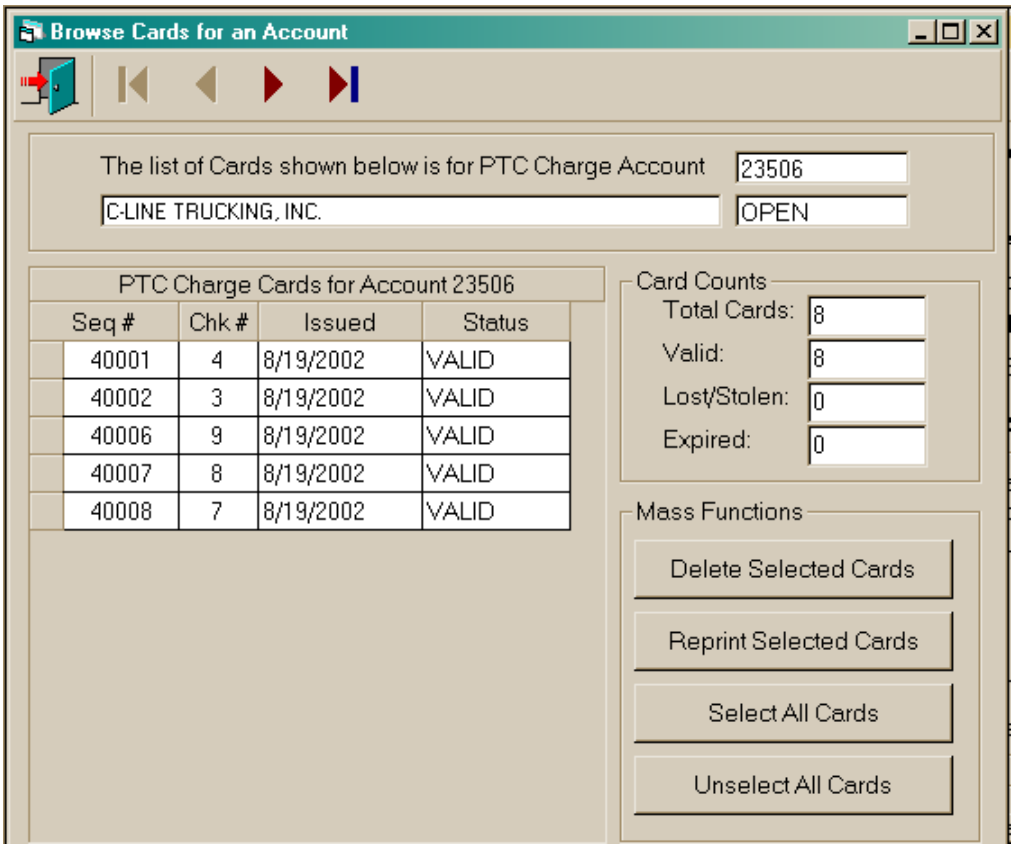


6.3.3.1. Delete by Selection

Select the cards you wish to delete by clicking and dragging on the blocks found to the left of the sequence numbers of the cards.


Browse Cards for an Account
The list of Cards shown below is for PTC Charge Account
23506
C-LINE TRUCKING, INC.
OPEN
PTC Charge Cards for Account 23506
Seq # | Chk # | Issued | Status
40001 | 4 | 8/19/2002 | VALID
40002 | 3 | 8/19/2002 | VALID
40003 | 2 | 8/19/2002 | VALID
40004 | 1 | 8/19/2002 | VALID
40005 | 0 | 8/19/2002 | VALID
40006 | 9 | 8/19/2002 | VALID
40007 | 8 | 8/19/2002 | VALID
40008 | 7 | 8/19/2002 | VALID
Card Counts
Total Cards: 8
Valid: 8
Lost/Stolen: 0
Expired: 0
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

Click on the 'Delete Selected Cards' button.


Browse Cards for an Account
The list of Cards shown below is for PTC Charge Account
23506
C-LINE TRUCKING, INC.
OPEN
PTC Charge Cards for Account 23506
Seq # | Chk # | Issued | Status
40001 | 4 | 8/19/2002 | VALID
40002 | 3 | 8/19/2002 | VALID
40006 | 9 | 8/19/2002 | VALID
40007 | 8 | 8/19/2002 | VALID
40008 | 7 | 8/19/2002 | VALID
Card Counts
Total Cards: 8
Valid: 8
Lost/Stolen: 0
Expired: 0
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

You will see that the cards have been removed from the list (and the system).

6.3.3.2. Delete by Selecting All

Note: Remember this option removes **all** cards for the selected Account.

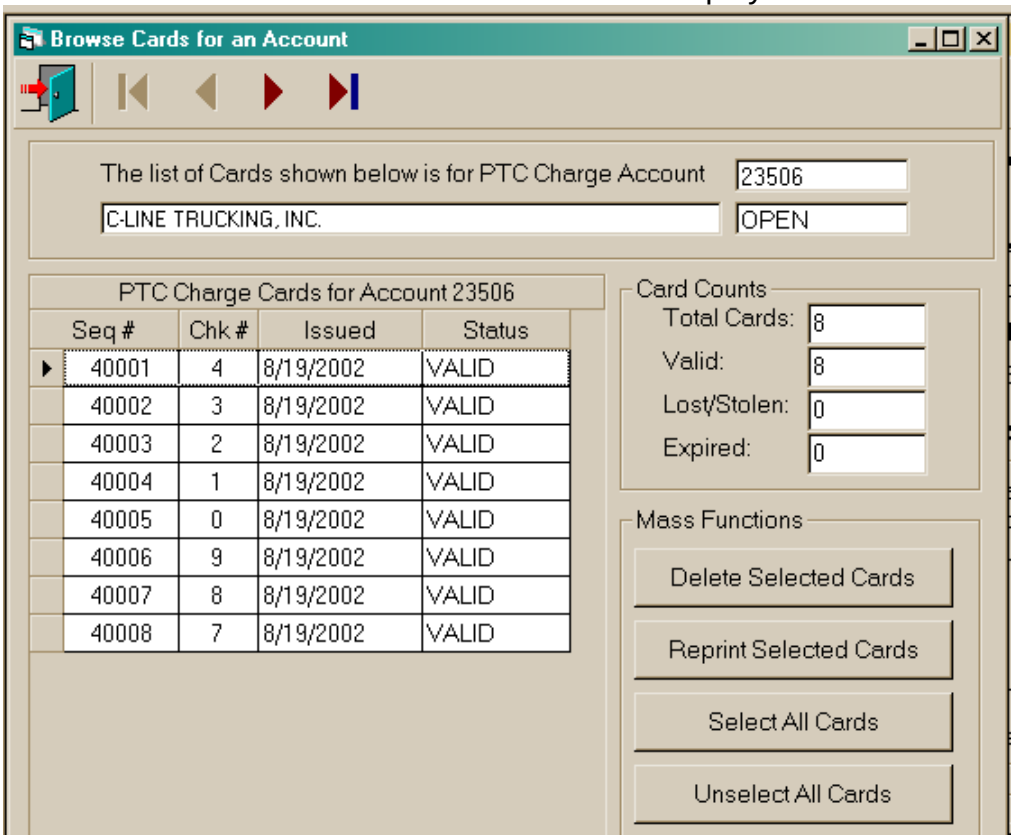
Click the 'Select All Cards' button.

Click the 'Delete Selected Cards' button.

6.3.4. Reprint Cards

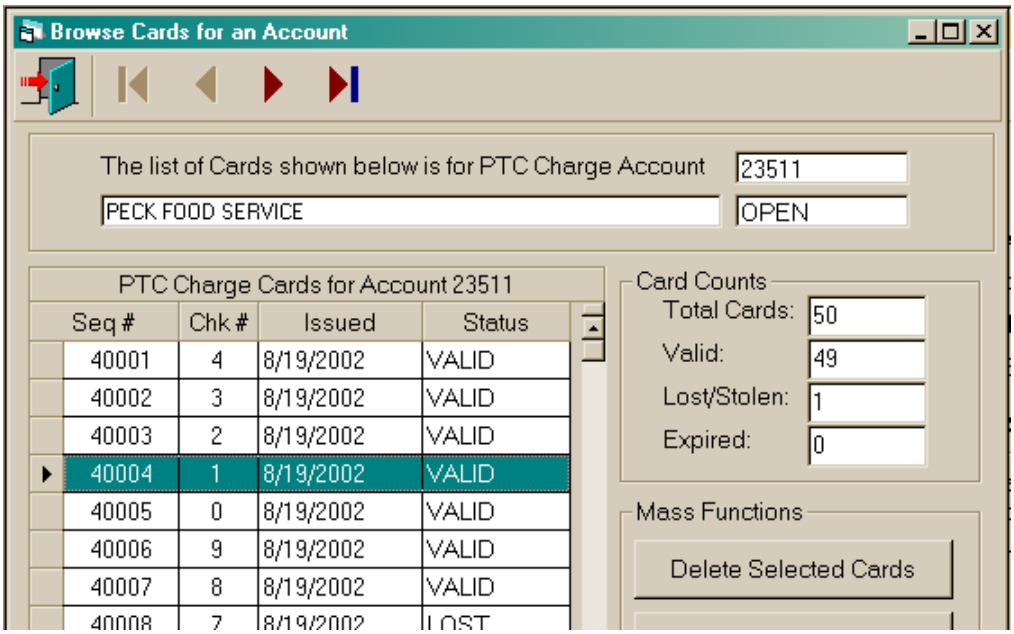
To reprint cards from an account, select the cards button.

The 'Browse Cards for an Account' screen will display the cards for that account.

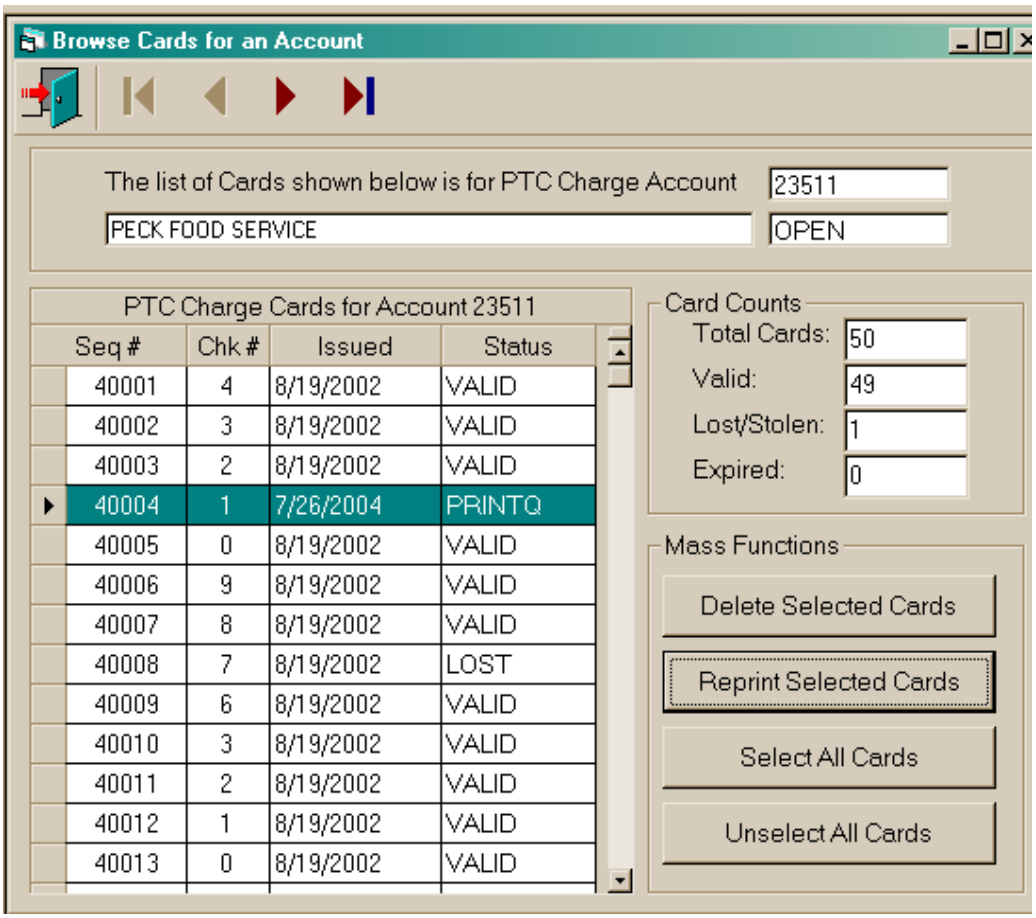

Browse Cards for an Account
The list of Cards shown below is for PTC Charge Account
23506
C-LINE TRUCKING, INC.
OPEN
PTC Charge Cards for Account 23506
Seq # | Chk # | Issued | Status
40001 | 4 | 8/19/2002 | VALID
40002 | 3 | 8/19/2002 | VALID
40003 | 2 | 8/19/2002 | VALID
40004 | 1 | 8/19/2002 | VALID
40005 | 0 | 8/19/2002 | VALID
40006 | 9 | 8/19/2002 | VALID
40007 | 8 | 8/19/2002 | VALID
40008 | 7 | 8/19/2002 | VALID
Card Counts
Total Cards: 8
Valid: 8
Lost/Stolen: 0
Expired: 0
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

6.3.4.1. Reprint by Selection

Select the cards you wish to reprint by clicking and dragging on the blocks found to the left of the sequence numbers of the cards.



Click the 'Reprint Selected Cards' button.

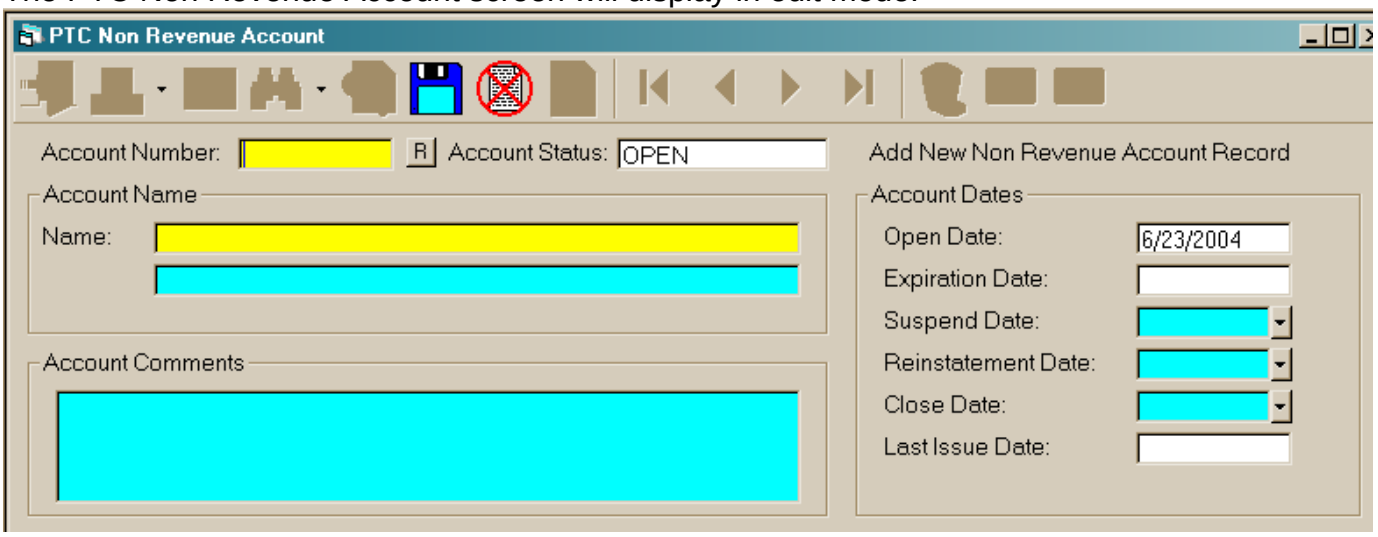


You will see the status change to 'PRINTQ' for the card(s) selected.

7. Non Revenue

7.1. Create a New Non Revenue Account

From the main menu choose the 'Non Revenue' option.
Choose the 'New Accounts' option from the sub-menu.
The PTC Non Revenue Account screen will display in edit mode.

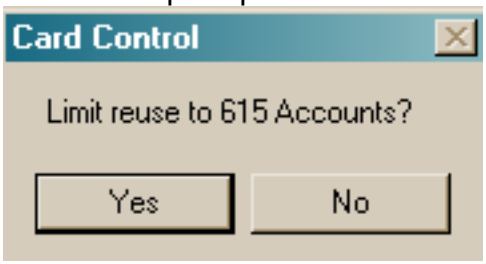


The account number may be typed in directly, or tab to the next field for the application to automatically pull the next number, or you may select from Non Revenue account numbers available for reuse. (See section 7.1.1). All other yellow fields are mandatory, blue fields are optional, and white fields are non editable. Open Date is filled automatically with today's date.

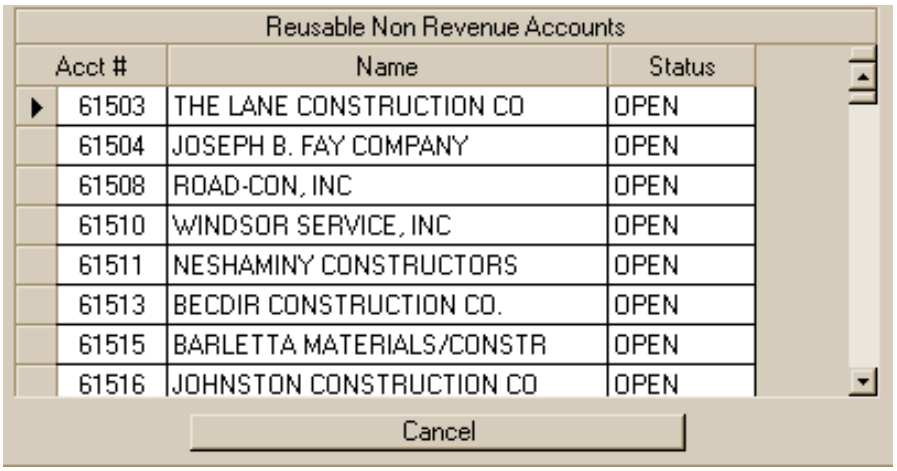
7.1.1. Reusing a Non Revenue Account Number

To reuse an available Non Revenue account number click on the R button next to the account number field.

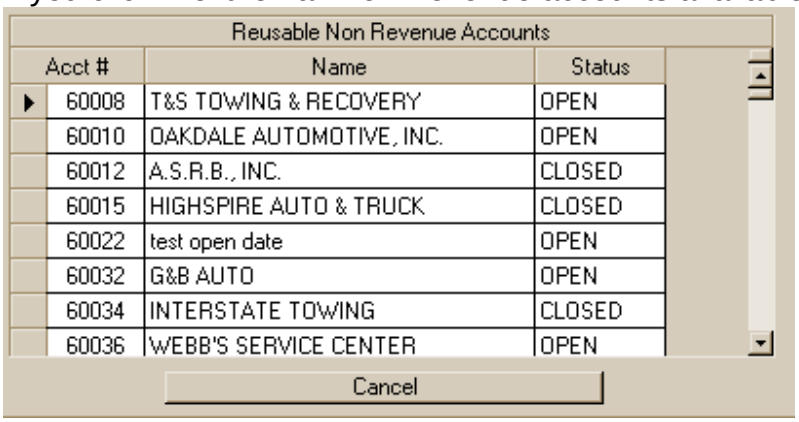
You will be prompted with the following message:



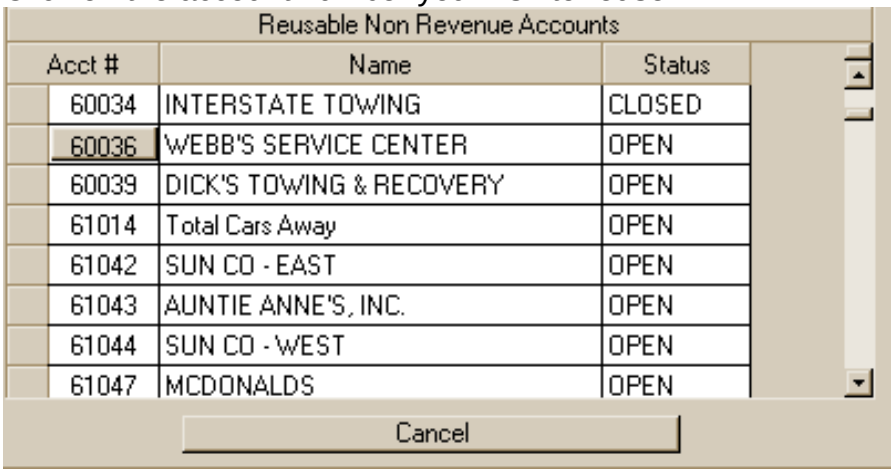
If you click 'Yes' then only accounts with prefix of 615 available for reuse will be displayed.



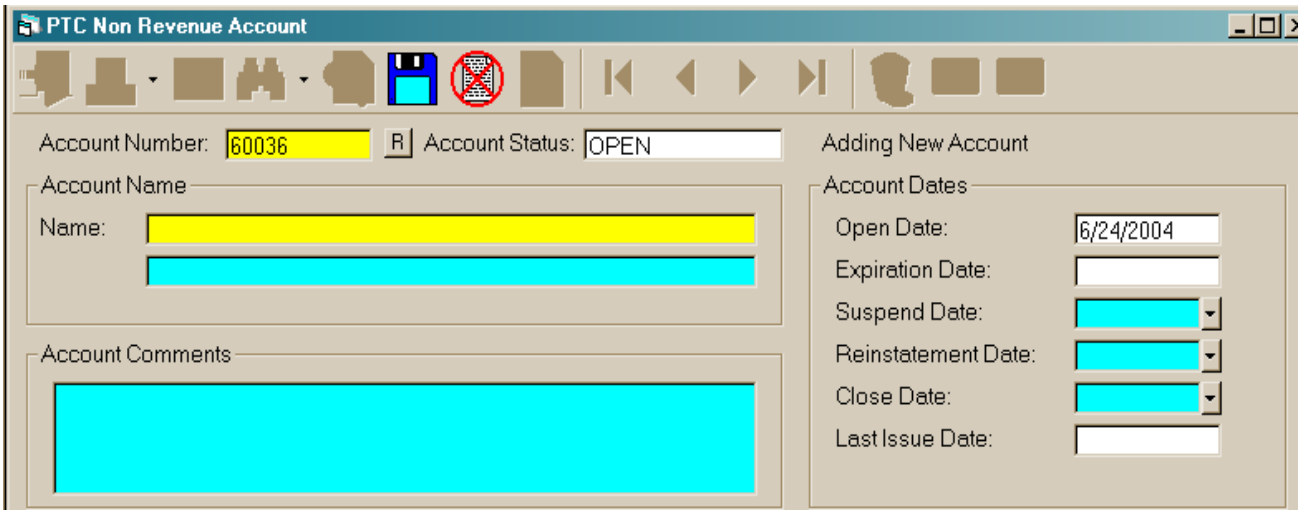
If you click 'No' then all Non Revenue accounts available for reuse will be displayed.



Click on the account number you wish to reuse.

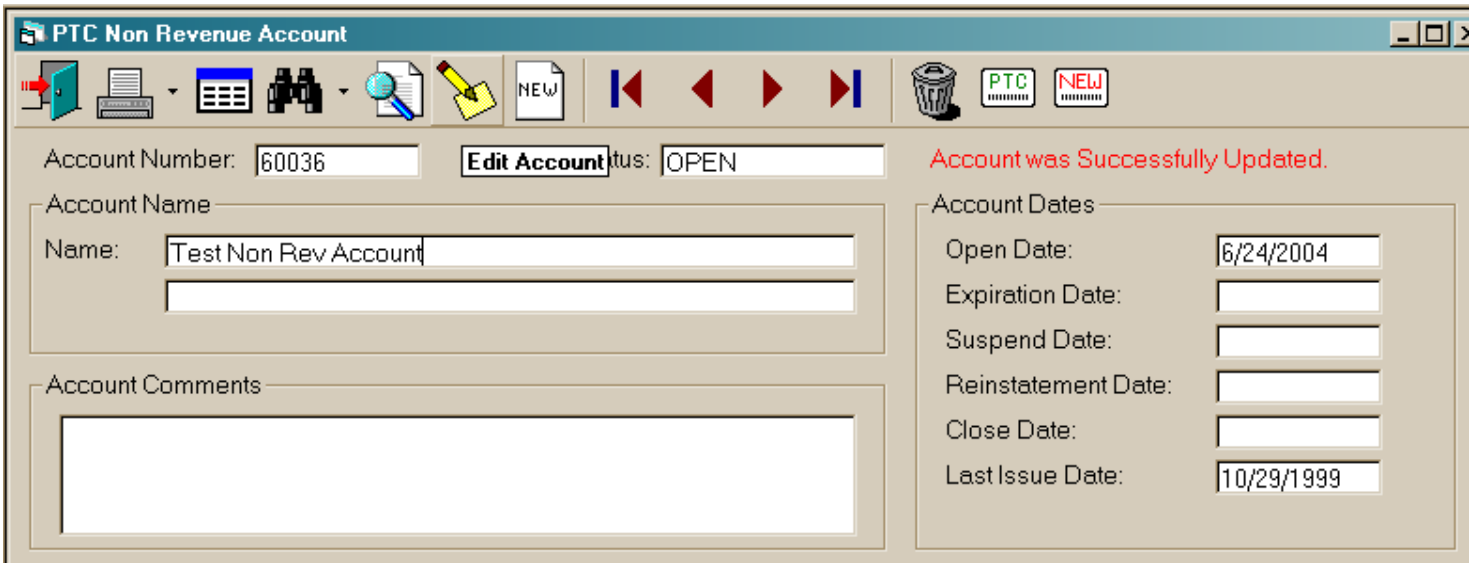


The account number will then be filled into the account number field.



Enter data in the required (yellow) fields, and if you wish the optional (blue) fields.

Click the Save button.



Note: A message, 'Account was Successfully Updated' is shown.

7.1.2. Provided Data

As you can see the next available Account number in the system is provided for you, along with Account Status (which will always be OPEN when opening a new account), and the Open Date will be set to the current date.

7.1.3. Entering Data

7.1.3.1. Field Highlights

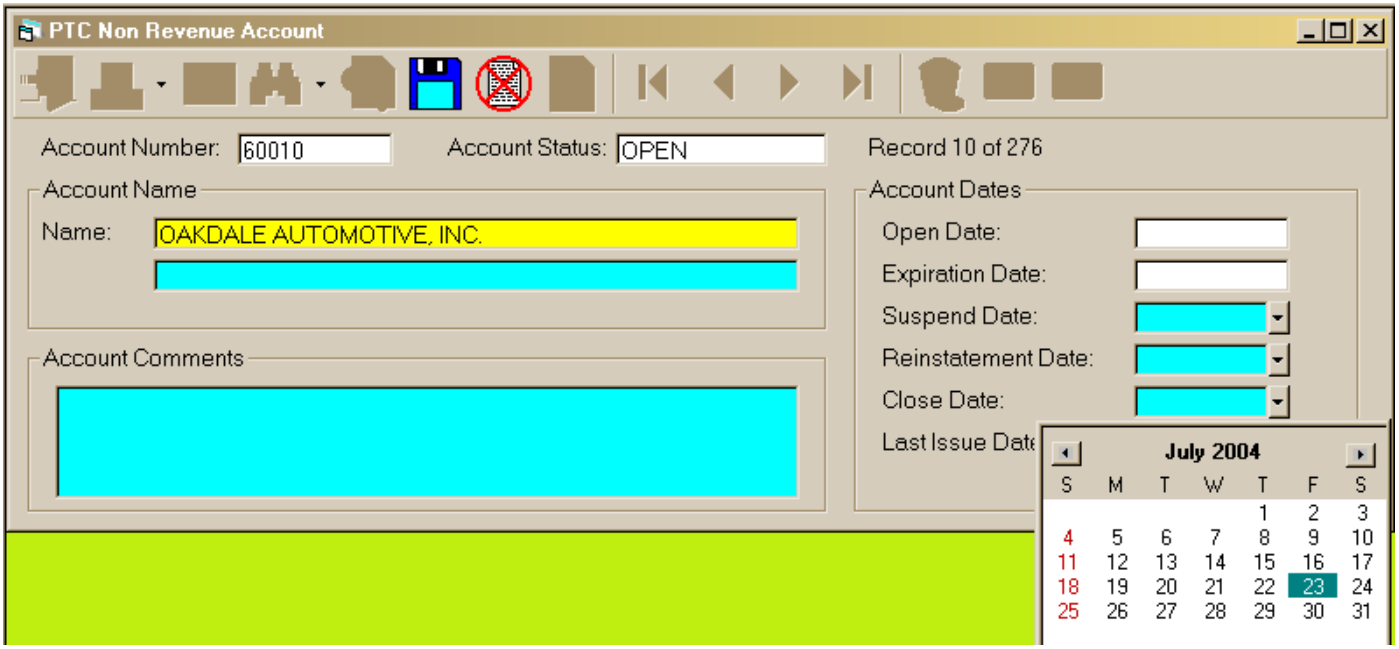
As with all the screens in this application:

- All white fields cannot be edited.
- You must provide information in all yellow fields. If you forget any of the yellow fields and try to save you will see an error message.
- All blue fields are optional. You will still be able to save the new account without providing information in the blue fields.

An arrow next to fields like the date fields, indicate that options will be provided for you.

7.1.3.2. Date Field Drop Down Boxes

Will look like the following:

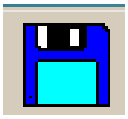


You may select different months by navigating with the left and right arrow buttons.

When you've reached the correct month, click on the appropriate day, and the date will be added for you to the date field.

7.1.4. Save New Account

To save the new account select the save icon.



7.1.5. Cancel New Account

To cancel the addition of the new account, select the cancel button.

If you added or changed any data, you will then be asked to confirm your request to cancel.

Click the Yes button if you wish to cancel.
If you did not change any data, the screen will close for the account you had opened and you will see an account in View Mode.

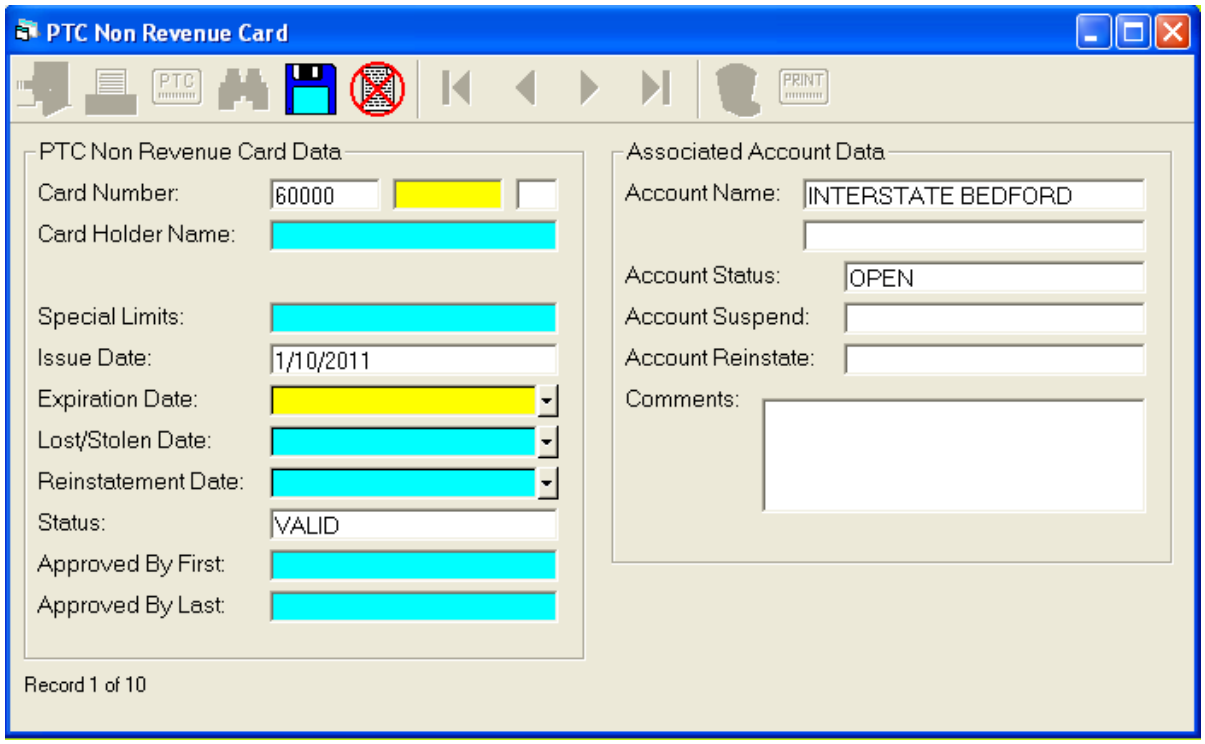
7.2. Close a Non Revenue Account

Find the account you wish to close. Select the edit button.
Change the close date on the account.

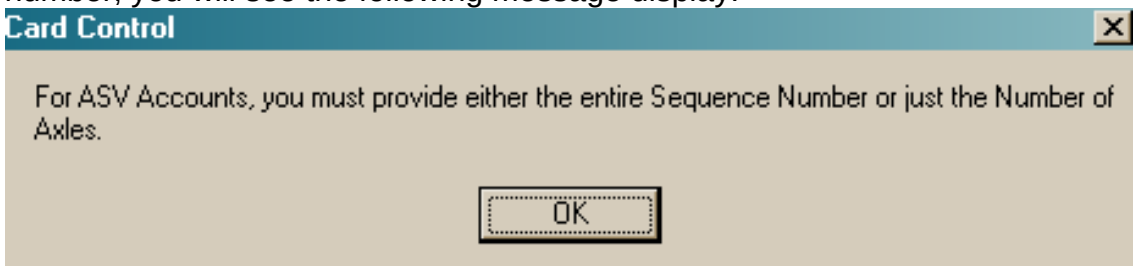
Click the Save button to save changes or

7.2.1. Place Order for New Cards

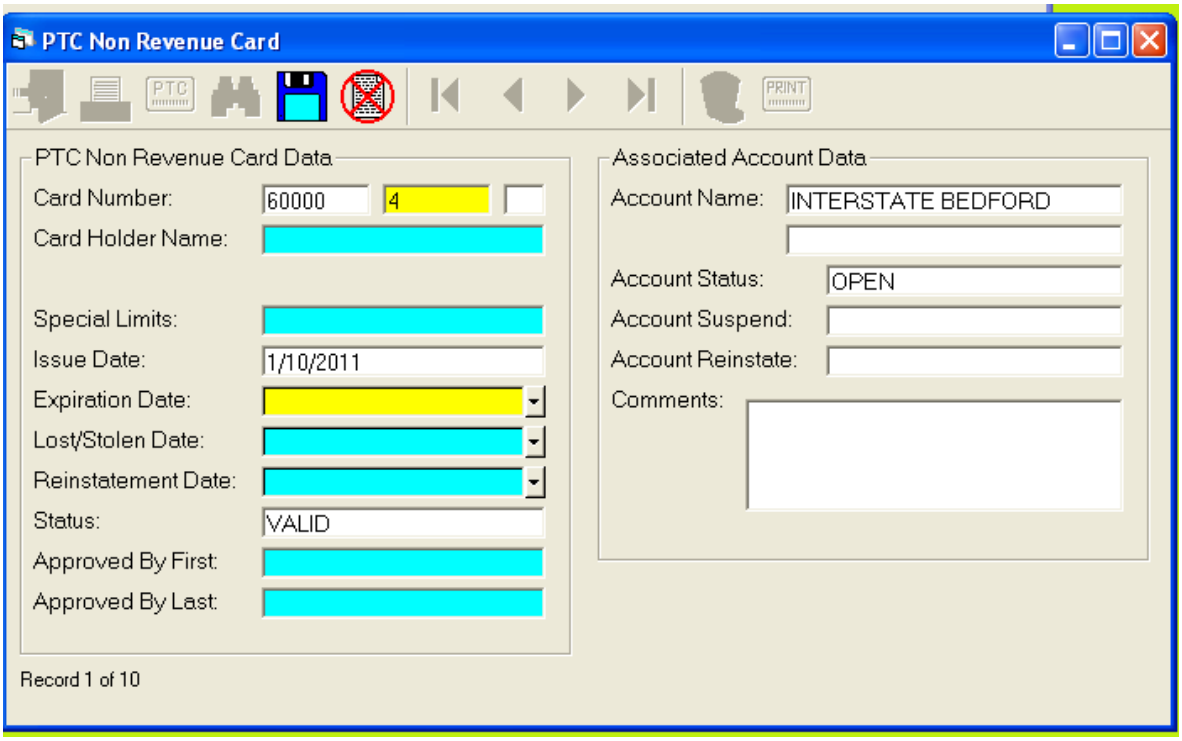
Click on the new card icon.

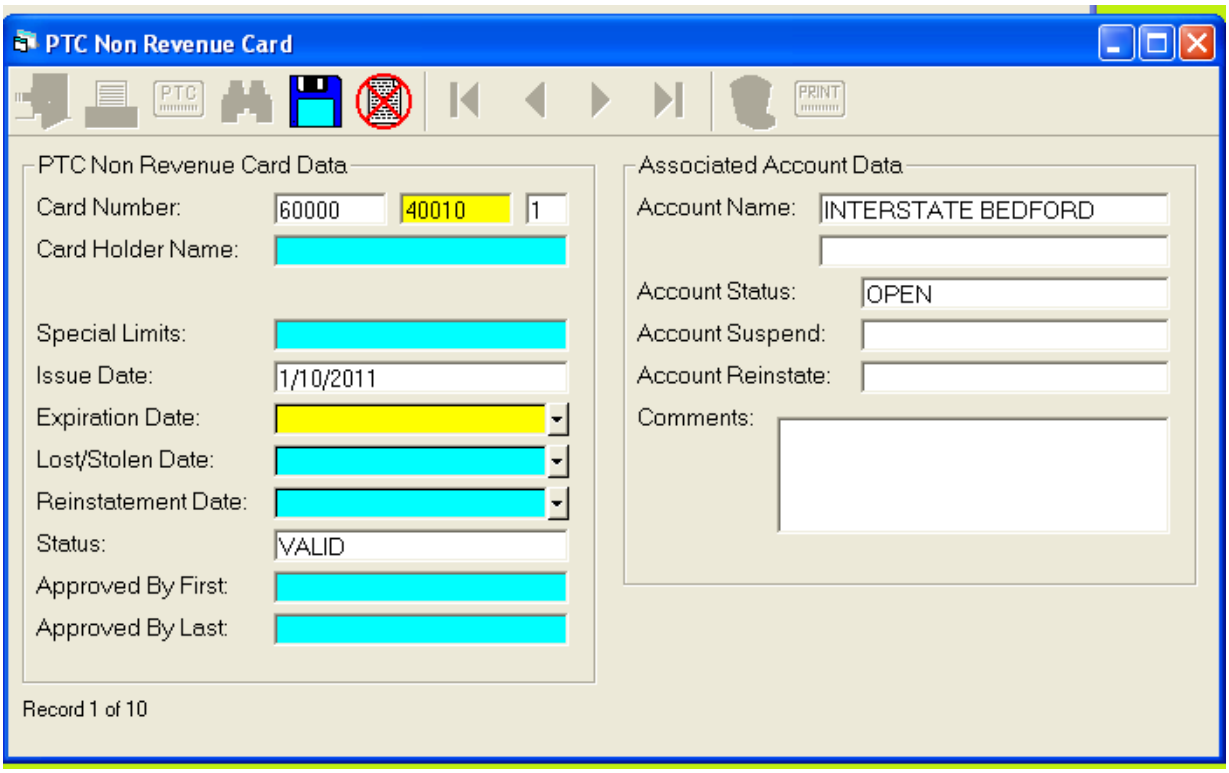


If the account is an ASV type vehicle account and you try to tab out of the sequence number without providing one number for the number of axles, or the entire sequence number, you will see the following message display.

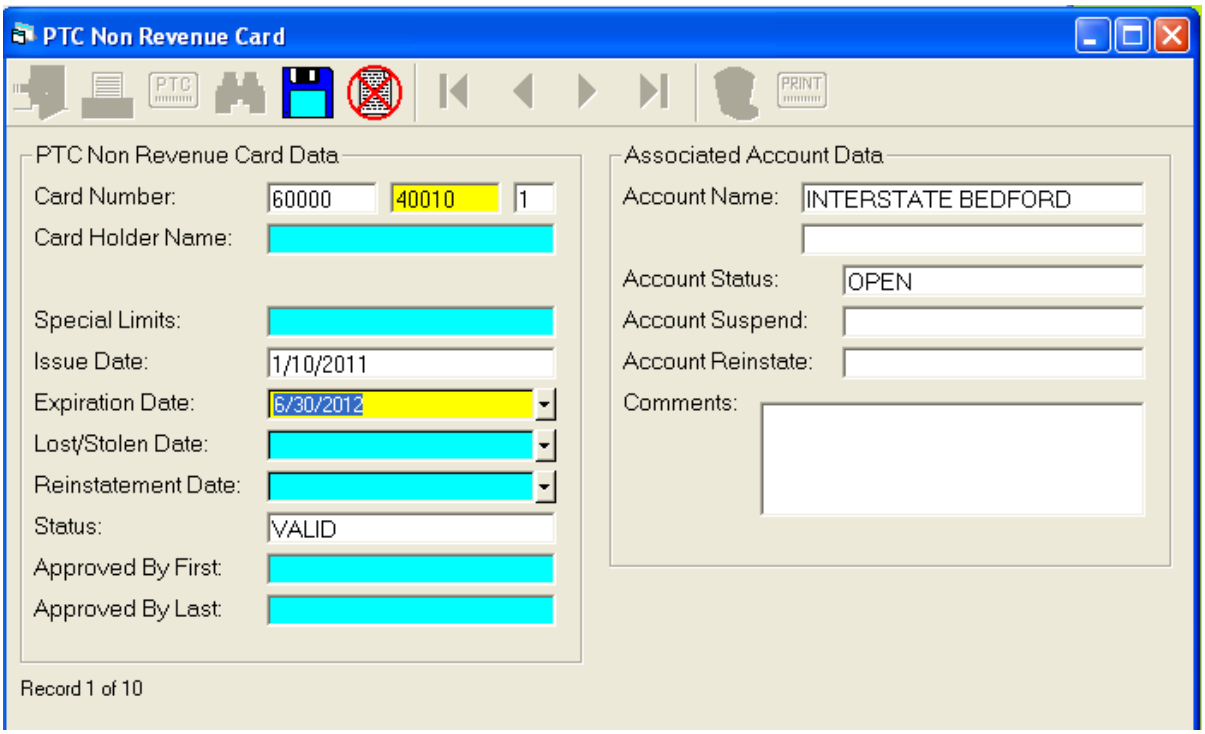


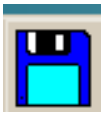
For an ASV account with a card for a 4-axle vehicle, you would type the whole sequence number or a 4 and tab to the next field.

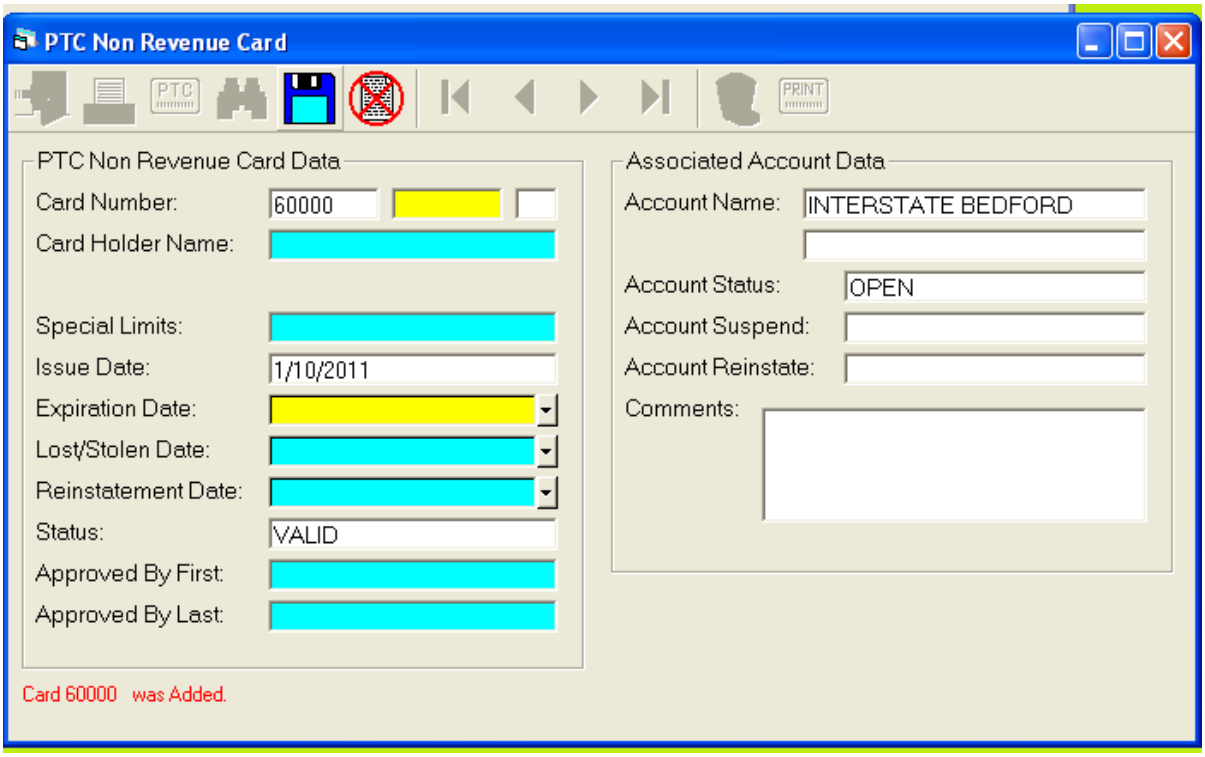




You must fill in all other mandatory fields (yellow) and may fill in optional fields (blue).

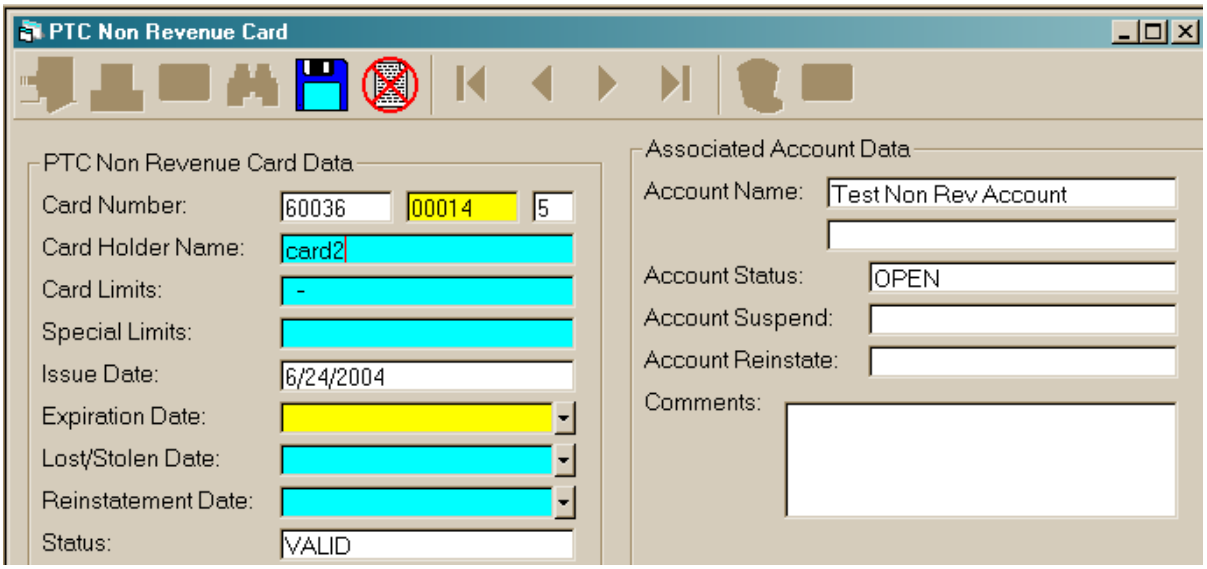


Click the Save button. 
The screen will refresh so that you may enter another card.



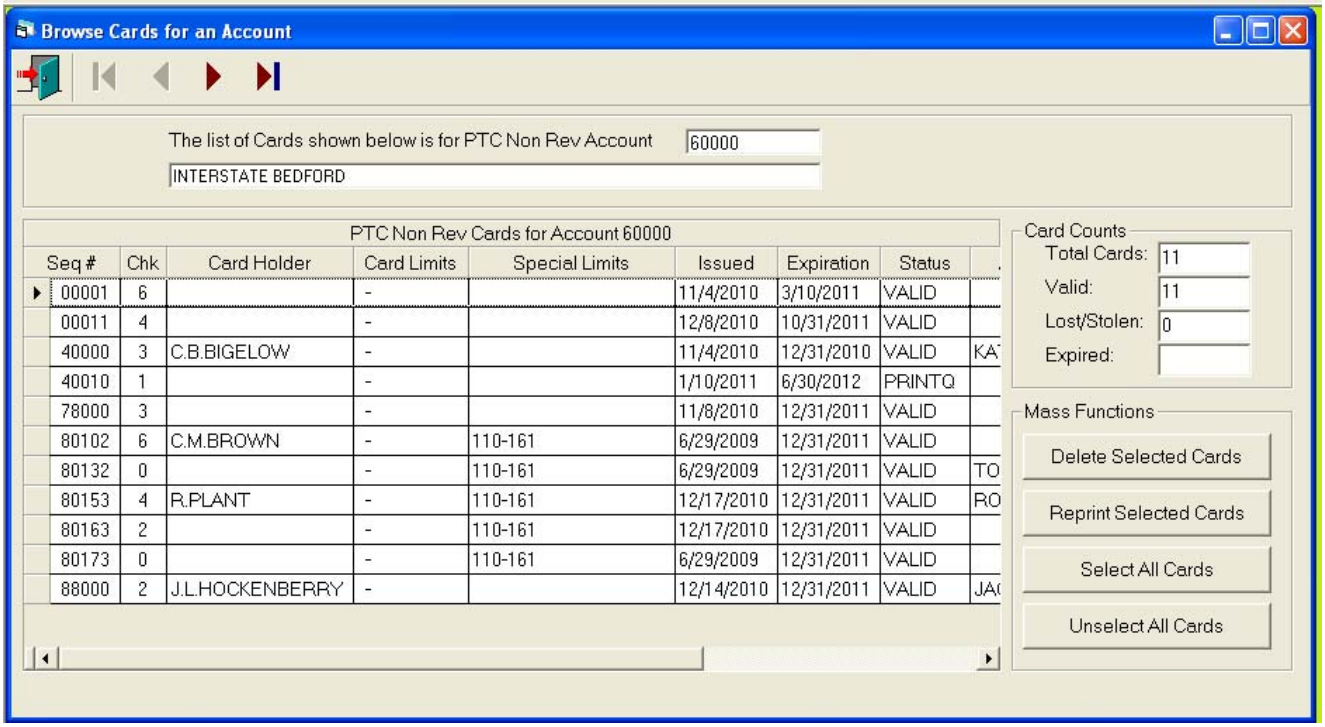
If you are finished adding cards then click the Cancel button.

If you enter another card and that card will be for an ASV with the same number of axles, the sequence number will still have the same last number, but the number before it will increase by 1 in tens, hundreds, thousands, etc.



7.2.2. View Cards for a Particular Account

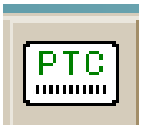
After opening an existing account, click the 'PTC' card icon.


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
60000
INTERSTATE BEDFORD
PTC Non Rev Cards for Account 60000
Seq # | Chk | Card Holder | Card Limits | Special Limits | Issued | Expiration | Status
00001 | 6 | | - | | 11/4/2010 | 3/10/2011 | VALID
00011 | 4 | | - | | 12/8/2010 | 10/31/2011 | VALID
40000 | 3 | C.B.BIGELOW | - | | 11/4/2010 | 12/31/2010 | VALID
40010 | 1 | | - | | 1/10/2011 | 6/30/2012 | PRINTQ
78000 | 3 | | - | | 11/8/2010 | 12/31/2011 | VALID
80102 | 6 | C.M.BROWN | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
80132 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
80153 | 4 | R.PLANT | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID
80163 | 2 | | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID
80173 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
88000 | 2 | J.L.HOCKENBERRY | - | | 12/14/2010 | 12/31/2011 | VALID
Card Counts
Total Cards: 11
Valid: 11
Lost/Stolen: 0
Expired:
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

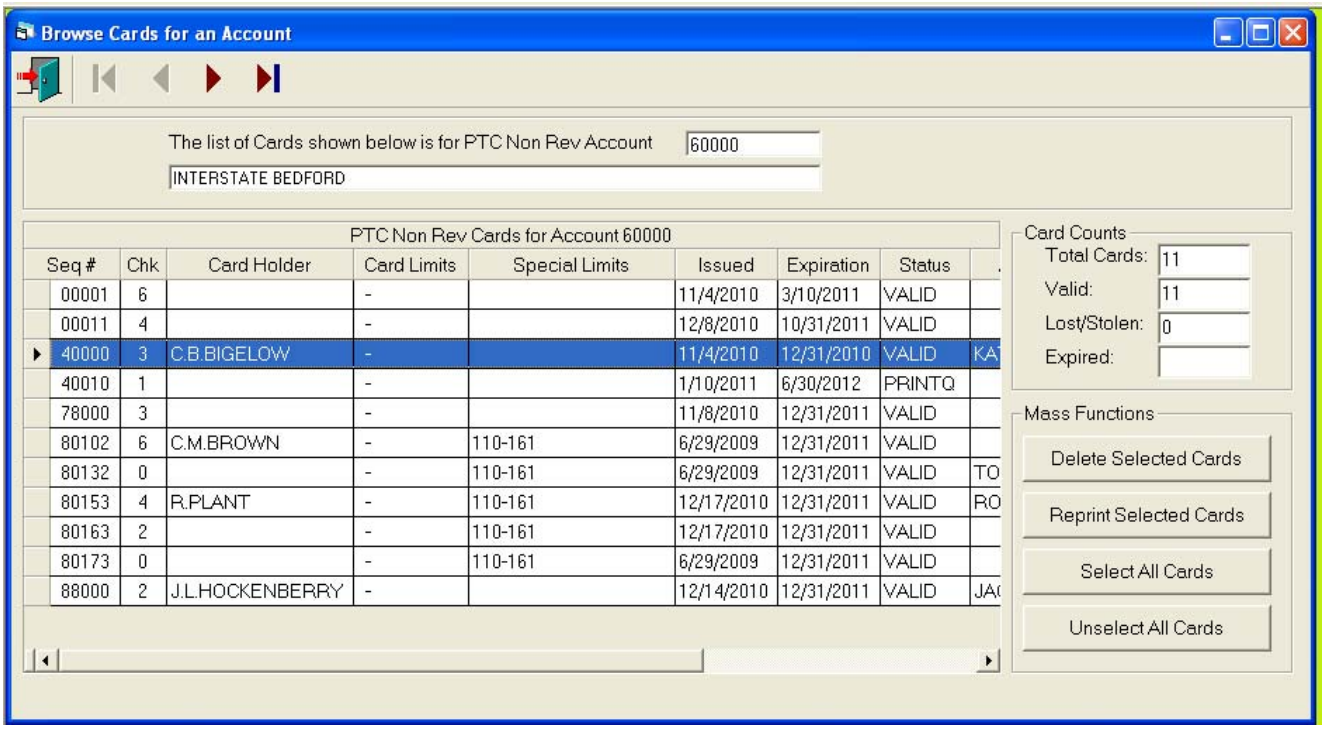
7.2.3. Remove Cards

7.2.3.1. Remove a Single Card through Browse Non Revenue Card Screen

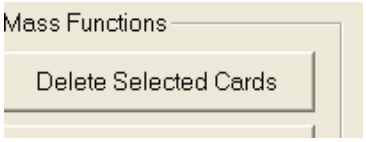
To remove cards from an account, select the cards button.



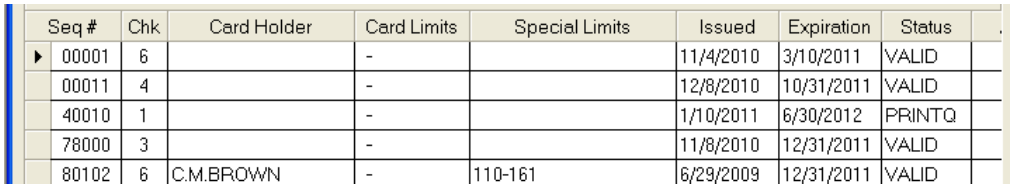
This will open the Non Revenue Cards Browse Screen.
Click the box to the left of a card sequence number.


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
60000
INTERSTATE BEDFORD
PTC Non Rev Cards for Account 60000
Seq # | Chk | Card Holder | Card Limits | Special Limits | Issued | Expiration | Status
00001 | 6 | | - | | 11/4/2010 | 3/10/2011 | VALID
00011 | 4 | | - | | 12/8/2010 | 10/31/2011 | VALID
40000 | 3 | C.B.BIGELOW | - | | 11/4/2010 | 12/31/2010 | VALID
40010 | 1 | | - | | 1/10/2011 | 6/30/2012 | PRINTQ
78000 | 3 | | - | | 11/8/2010 | 12/31/2011 | VALID
80102 | 6 | C.M.BROWN | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
80132 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
80153 | 4 | R.PLANT | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID
80163 | 2 | | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID
80173 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
88000 | 2 | J.L.HOCKENBERRY | - | | 12/14/2010 | 12/31/2011 | VALID
Card Counts
Total Cards: 11
Valid: 11
Lost/Stolen: 0
Expired:
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

Then click the 'Delete Selected Cards' button.



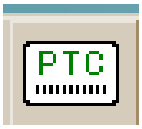
The card will be removed.



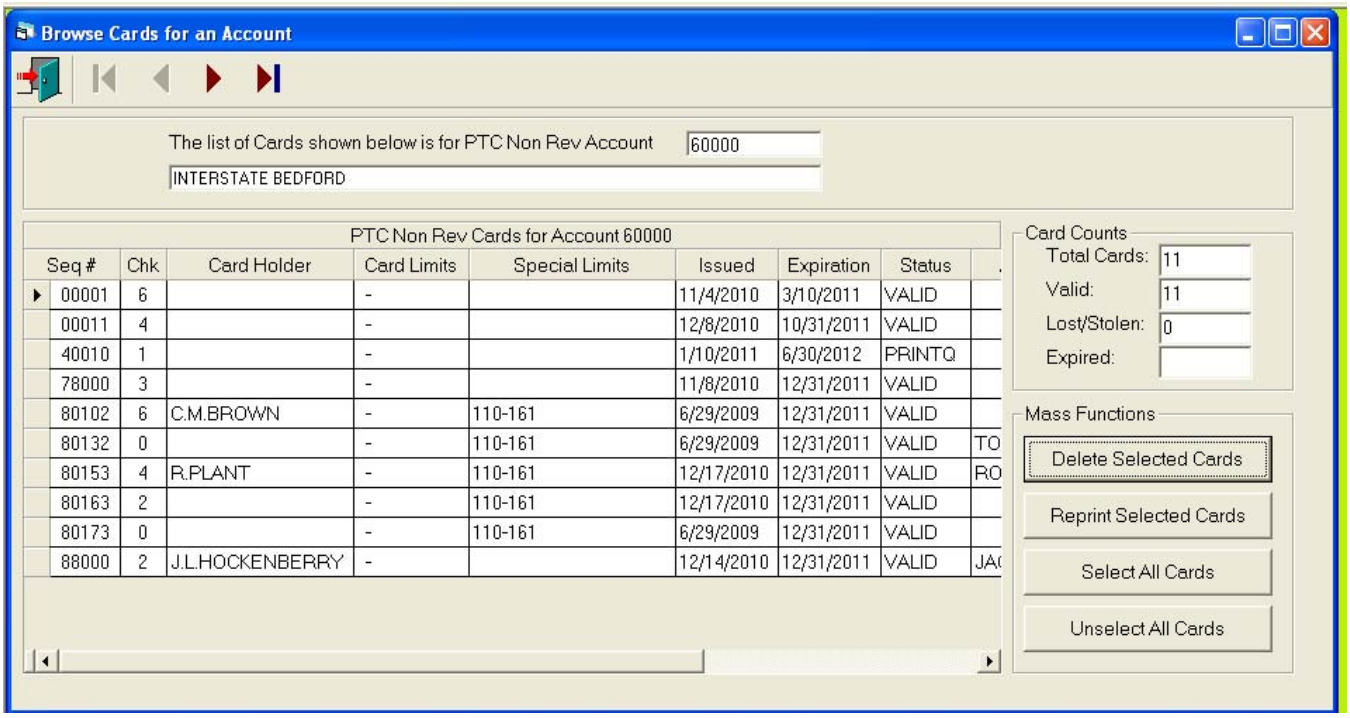
Seq #	Chk	Card Holder	Card Limits	Special Limits	Issued	Expiration	Status
00001	6		-		11/4/2010	3/10/2011	VALID
00011	4		-		12/8/2010	10/31/2011	VALID
40010	1		-		1/10/2011	6/30/2012	PRINTQ
78000	3		-		11/8/2010	12/31/2011	VALID
80102	6	C.M.BROWN	-	110-161	6/29/2009	12/31/2011	VALID

7.2.3.2. Remove a Single Card through Non Revenue Card Screen

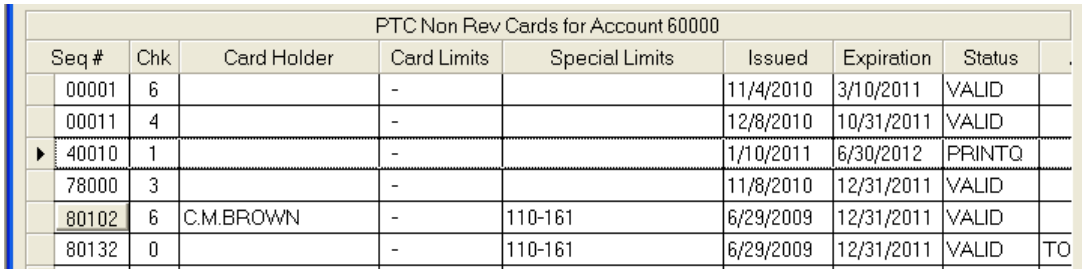
To remove cards from an account, select the cards button.



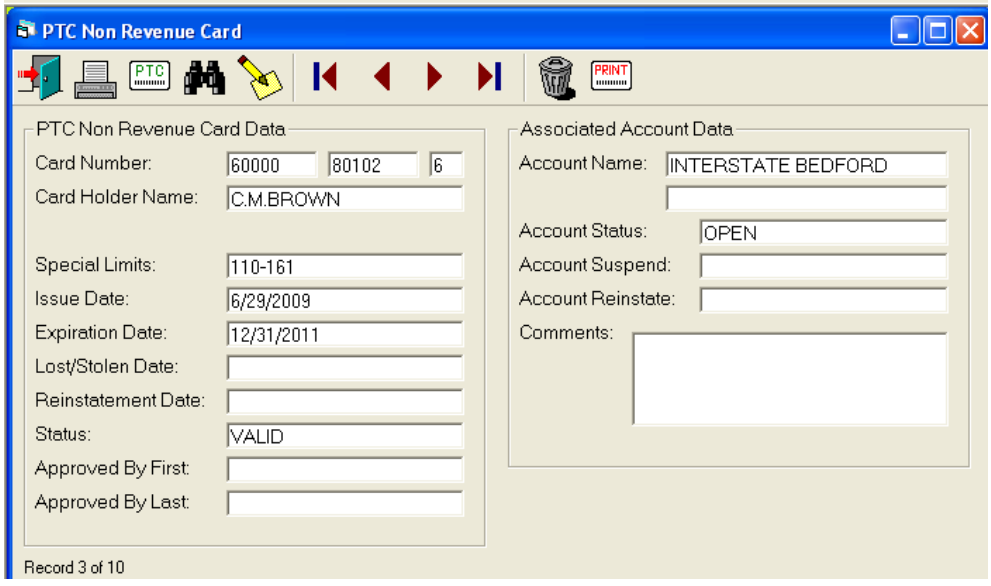
This will open the Non Revenue Cards Browse Screen.


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
60000
INTERSTATE BEDFORD
PTC Non Rev Cards for Account 60000
Seq # | Chk | Card Holder | Card Limits | Special Limits | Issued | Expiration | Status
00001 | 6 | | - | | 11/4/2010 | 3/10/2011 | VALID
00011 | 4 | | - | | 12/8/2010 | 10/31/2011 | VALID
40010 | 1 | | - | | 1/10/2011 | 6/30/2012 | PRINTQ
78000 | 3 | | - | | 11/8/2010 | 12/31/2011 | VALID
80102 | 6 | C.M.BROWN | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
80132 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
80153 | 4 | R.PLANT | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID
80163 | 2 | | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID
80173 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
88000 | 2 | J.L.HOCKENBERRY | - | | 12/14/2010 | 12/31/2011 | VALID
Card Counts
Total Cards: 11
Valid: 11
Lost/Stolen: 0
Expired:
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

You may select one card by clicking on the sequence number. The sequence number automatically displays as a button when you hover over it.

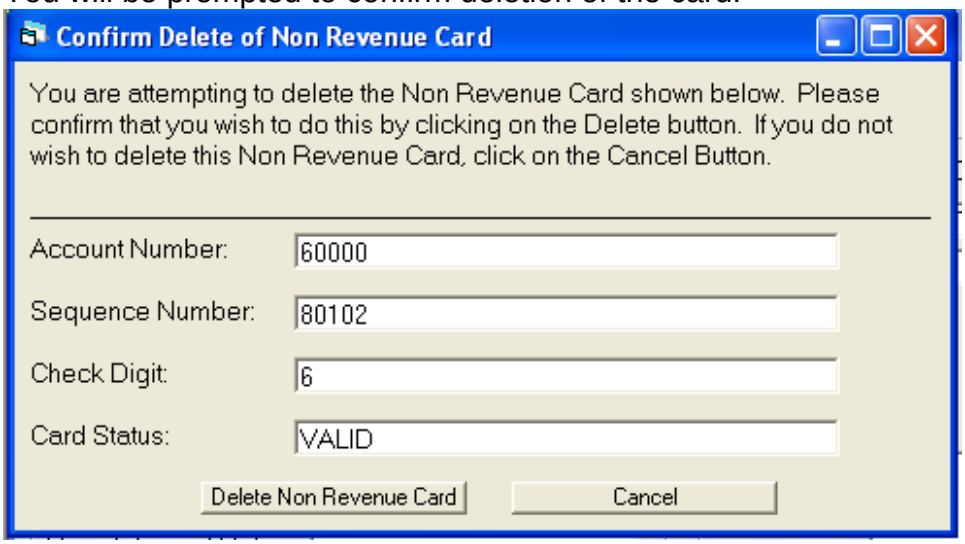


You will then see the information for that particular card.



You can then click the trash can, (delete) icon.

You will be prompted to confirm deletion of the card.


Confirm Delete of Non Revenue Card
You are attempting to delete the Non Revenue Card shown below. Please confirm that you wish to do this by clicking on the Delete button. If you do not wish to delete this Non Revenue Card, click on the Cancel Button.
Account Number:
60000
Sequence Number:
80102
Check Digit:
6
Card Status:
VALID
Delete Non Revenue Card
Cancel

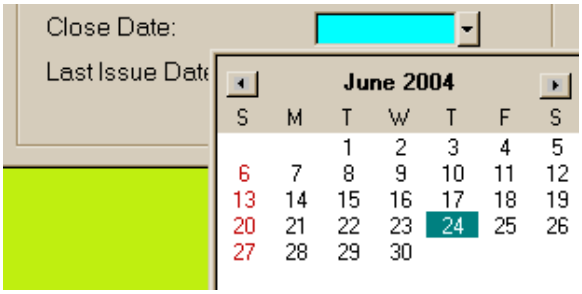
You will then need to click the 'Delete Non Revenue Card' button to delete it. Or, you may click the 'Cancel' button if you change your mind.

7.3. Update Non Revenue Account Information

7.3.1. Close a Non Revenue Account

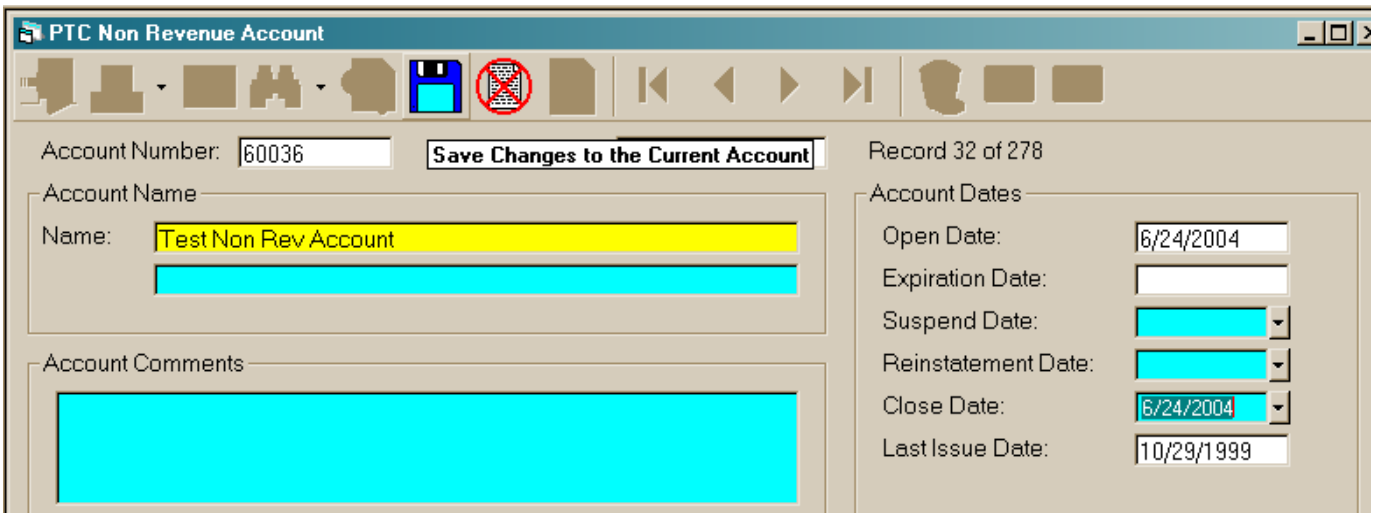
Click the Edit button.

Click the down arrow next to the Close Date.

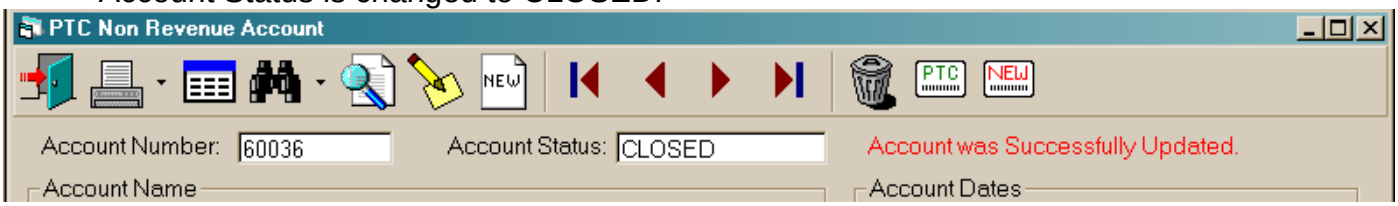


Select a close date.

Click the Save button.

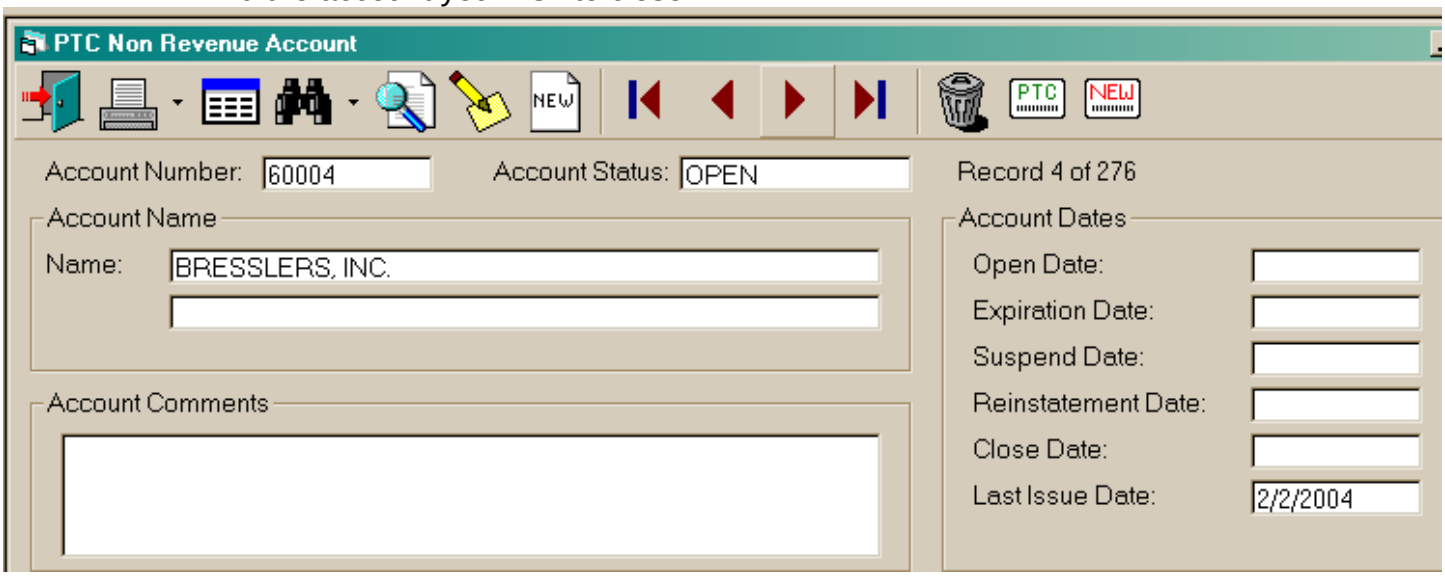


A message in the upper right of the screen will display 'Account was Successfully Updated'.
If you selected the current date or a date prior to the current one, you will see that the Account Status is changed to CLOSED.



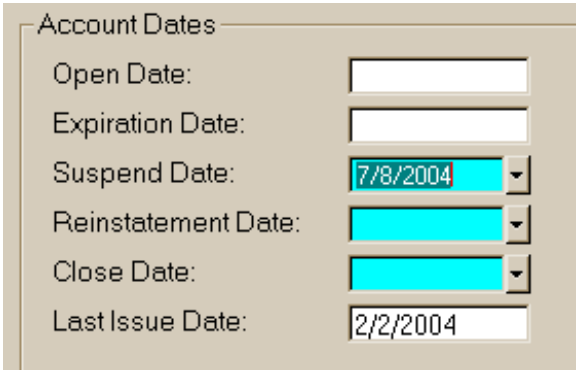
7.3.2. Suspend a Non Revenue Account

Find the account you wish to close.



Select the edit button.

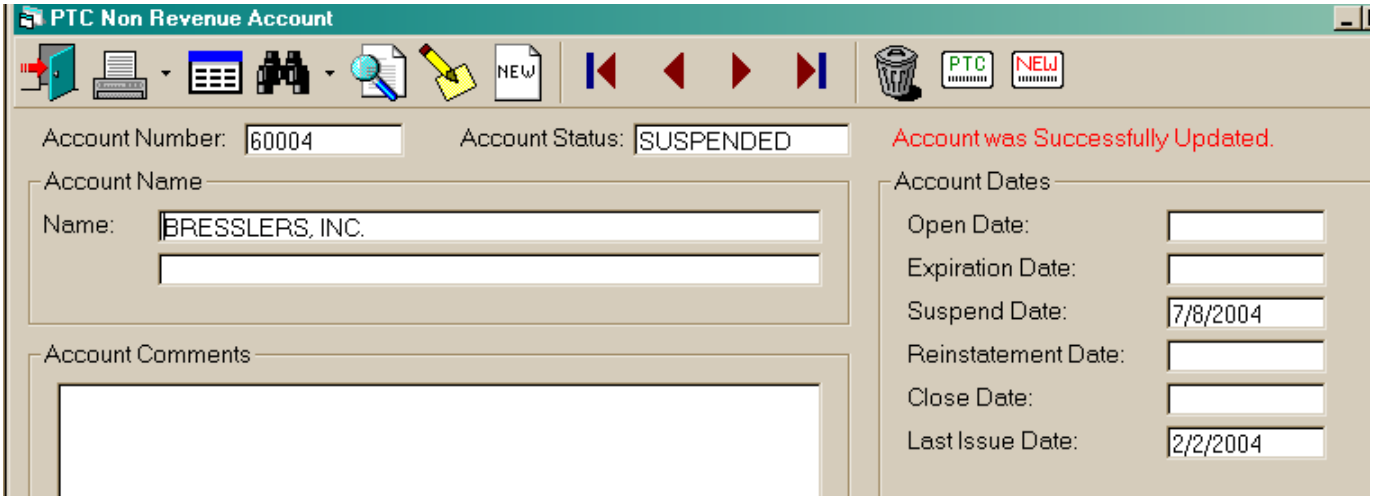
Change the suspend date on the account with an 'OPEN' status.



Click the Save button to save changes

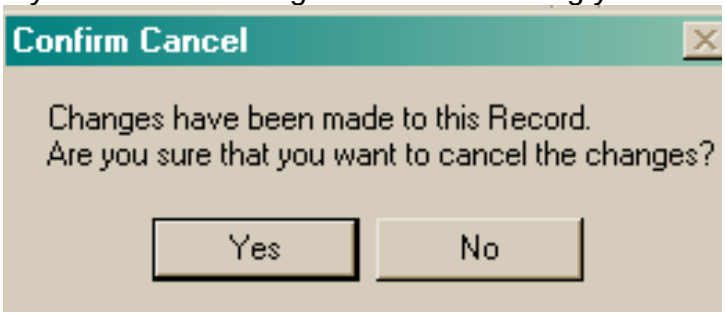
To print the report click the printer icon

You will see the account status information has changed to 'SUSPENDED'.



Or if you don't wish to save, then click the Cancel button.

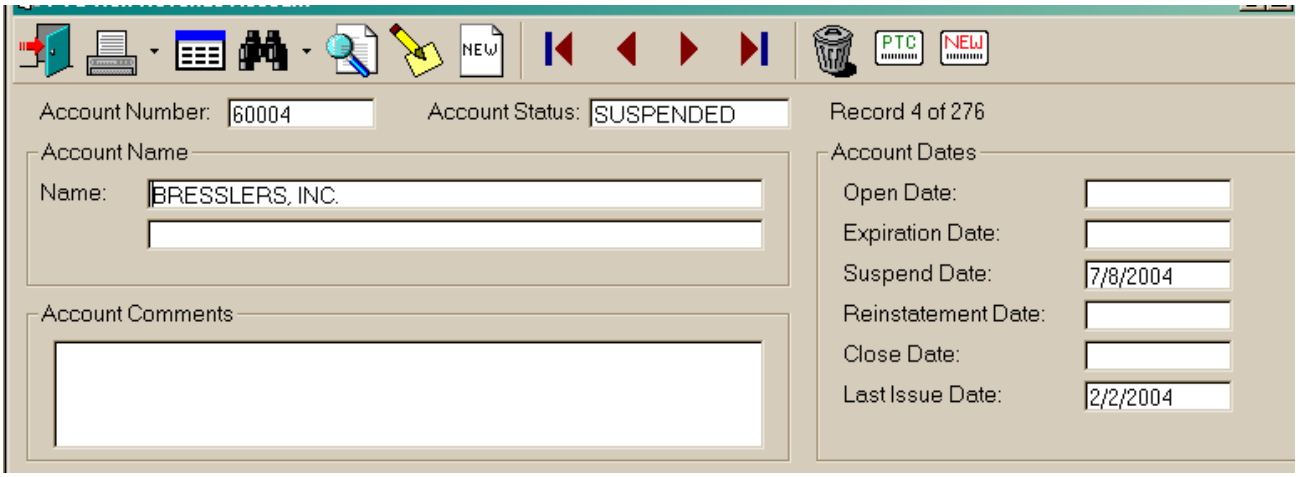
If you've made changes before canceling you will be prompted to verify the cancel.



Click Yes to cancel or No to go back to the edit screen.

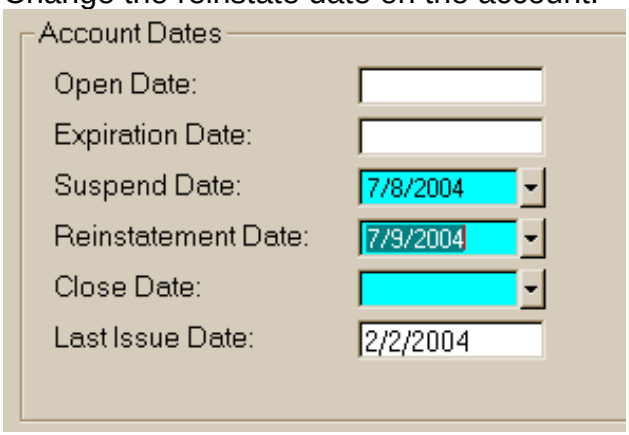
7.3.3. Reinstate a Non Revenue Account

Find the account you wish to reinstate.



Select the edit button.

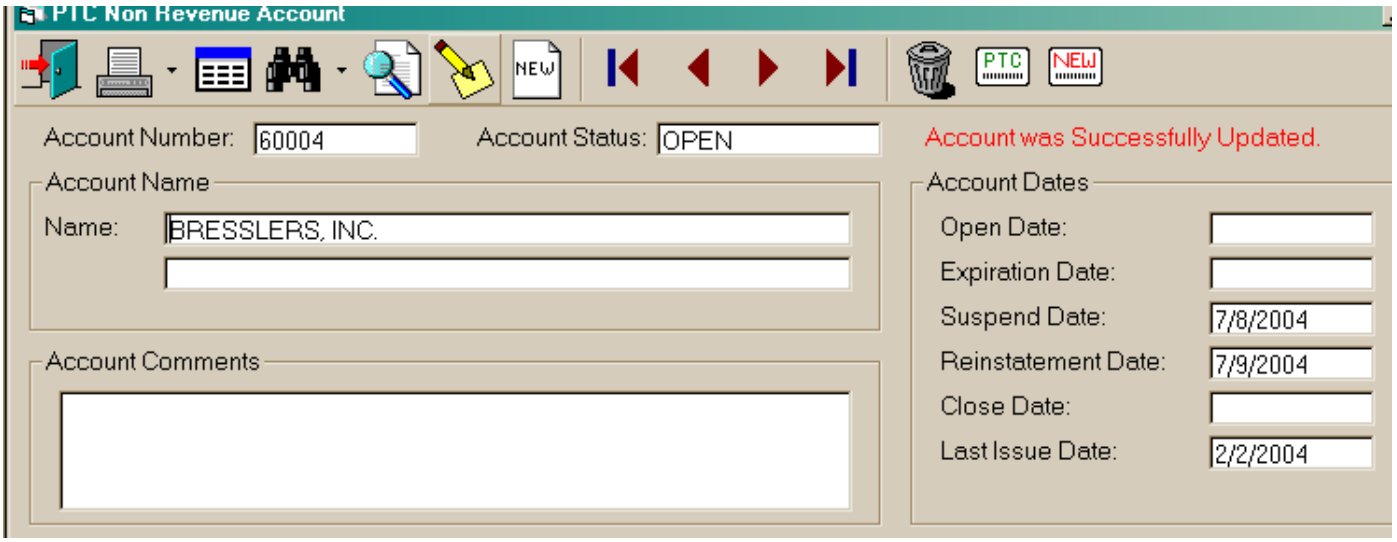
Change the reinstate date on the account.



Note: The reinstate date will need to be greater than the suspend date and less than the expiration date for the account to attain 'OPEN' status again.

Click the Save button to save changes

You will see a message that the changes were saved:



Also, the status should then have changed to 'OPEN'

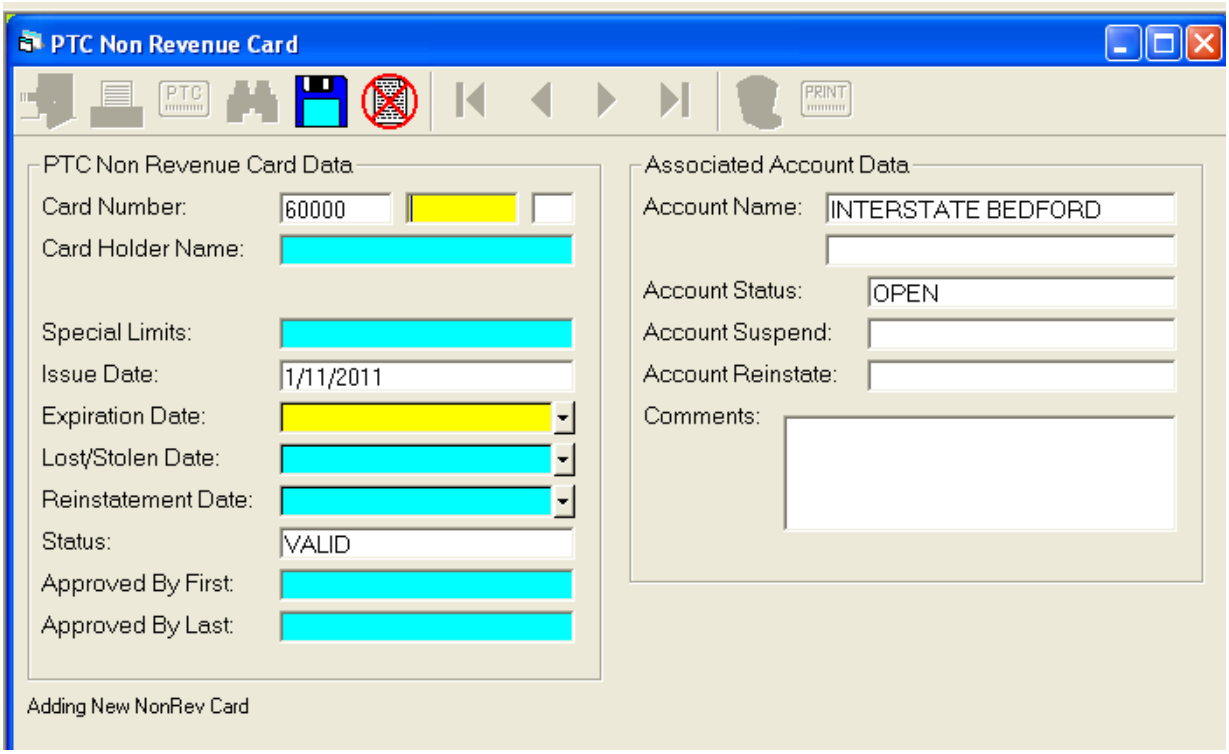
7.4. Non Revenue Cards

7.4.1. Order New Cards

Sometimes an existing account will request cards in addition to those requested when the account was created. To order additional cards for an account:

Select 'Non Revenue' from the main menu.
Select 'Existing accounts' from the sub menu.
Find the account you wish to order cards for.

Click the New Card button.



7.4.1.1. Field Highlights

As with all the screens in this application:

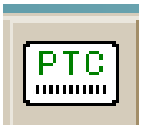
- All white fields cannot be edited.
- You must provide information in all yellow fields. If you forget any of the yellow fields and try to save you will see an error message.
- All blue fields are optional. You will still be able to save the new account without providing information in the blue fields.

An arrow next to fields like the date fields, indicate that options will be provided for you.

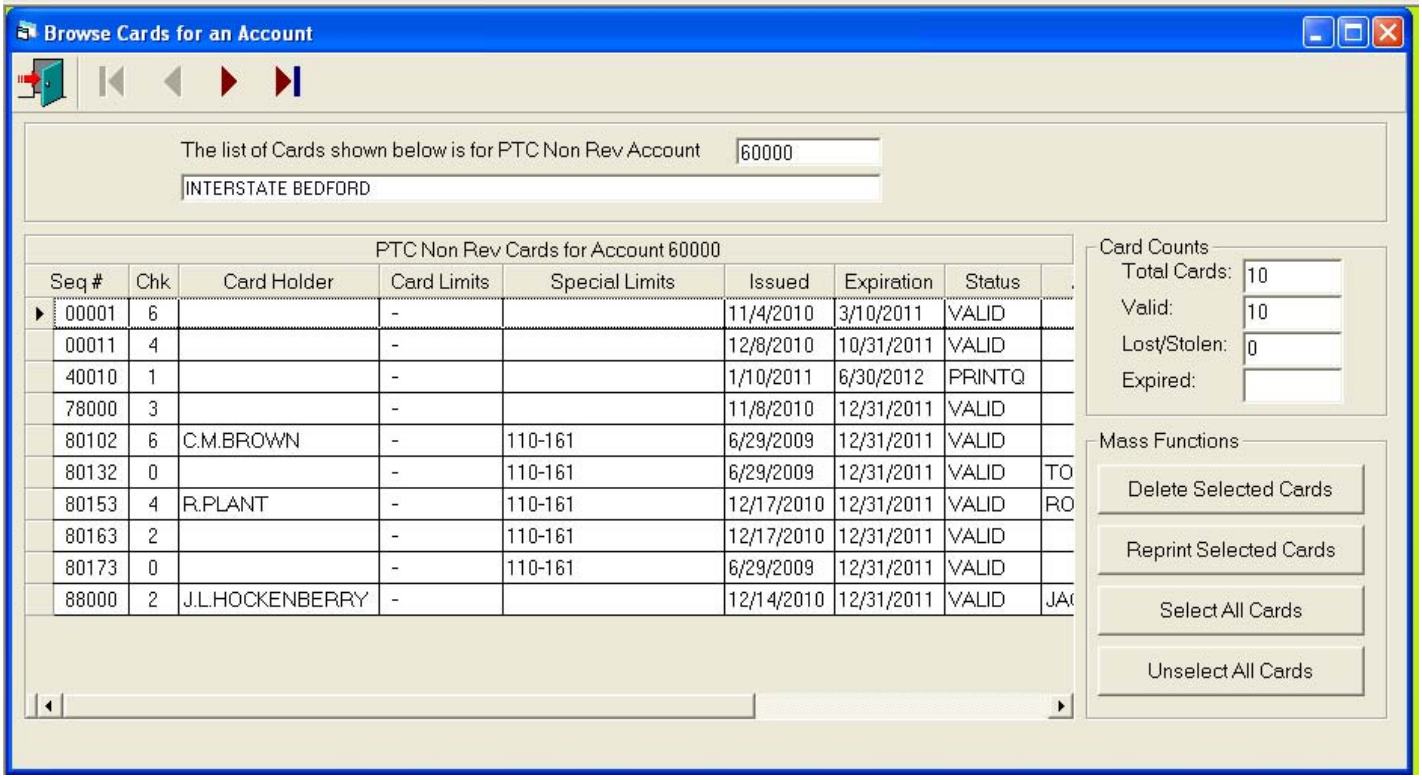
Click the Save button to save changes when done.

7.4.2. Delete Cards

To remove cards from an account, select the cards button.

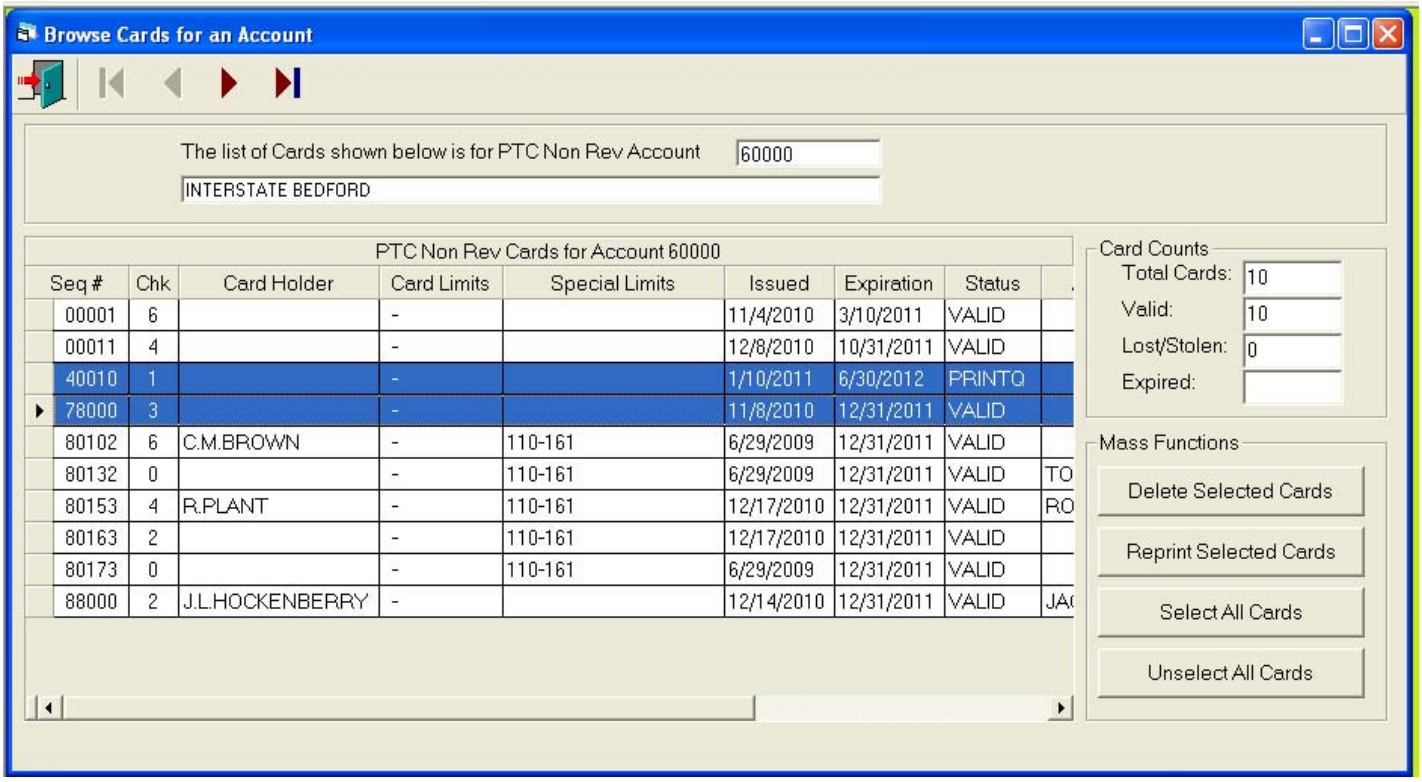


The 'Browse Cards for an Account' screen will display the cards for that account.

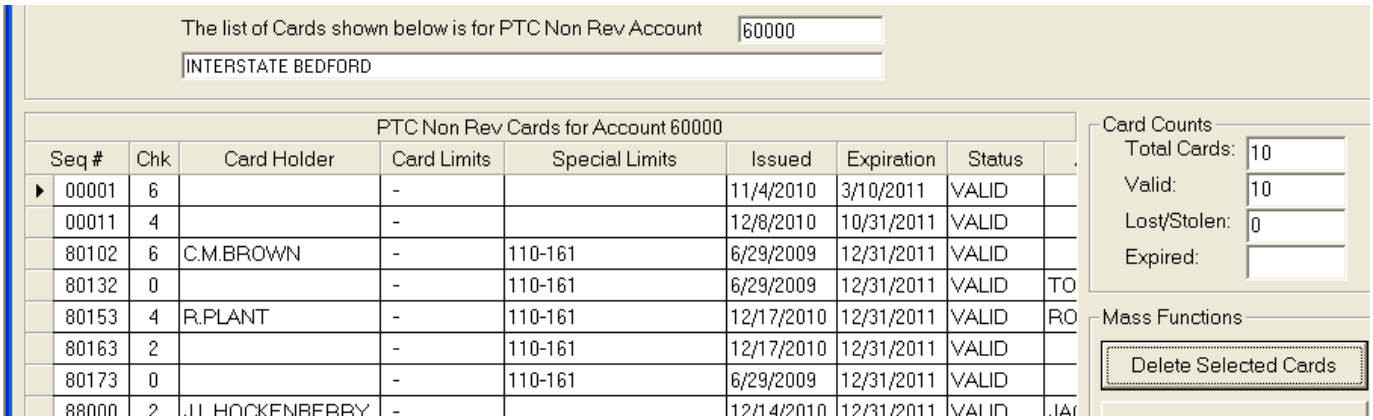

Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
60000
INTERSTATE BEDFORD
PTC Non Rev Cards for Account 60000
Seq # | Chk | Card Holder | Card Limits | Special Limits | Issued | Expiration | Status
00001 | 6 | | - | | 11/4/2010 | 3/10/2011 | VALID
00011 | 4 | | - | | 12/8/2010 | 10/31/2011 | VALID
40010 | 1 | | - | | 1/10/2011 | 6/30/2012 | PRINTQ
78000 | 3 | | - | | 11/8/2010 | 12/31/2011 | VALID
80102 | 6 | C.M.BROWN | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
80132 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID | TO
80153 | 4 | R.PLANT | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID | RO
80163 | 2 | | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID
80173 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
88000 | 2 | J.L.HOCKENBERRY | - | | 12/14/2010 | 12/31/2011 | VALID | JA
Card Counts
Total Cards: 10
Valid: 10
Lost/Stolen: 0
Expired:
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

7.4.2.1. Delete by Selection

Select the cards you wish to delete by clicking and dragging on the blocks found to the left of the sequence numbers of the cards.


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
60000
INTERSTATE BEDFORD
PTC Non Rev Cards for Account 60000
Seq # | Chk | Card Holder | Card Limits | Special Limits | Issued | Expiration | Status
00001 | 6 | | - | | 11/4/2010 | 3/10/2011 | VALID
00011 | 4 | | - | | 12/8/2010 | 10/31/2011 | VALID
40010 | 1 | | - | | 1/10/2011 | 6/30/2012 | PRINTQ
78000 | 3 | | - | | 11/8/2010 | 12/31/2011 | VALID
80102 | 6 | C.M.BROWN | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
80132 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID | TO
80153 | 4 | R.PLANT | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID | RO
80163 | 2 | | - | 110-161 | 12/17/2010 | 12/31/2011 | VALID
80173 | 0 | | - | 110-161 | 6/29/2009 | 12/31/2011 | VALID
88000 | 2 | J.L.HOCKENBERRY | - | | 12/14/2010 | 12/31/2011 | VALID | JA
Card Counts
Total Cards: 10
Valid: 10
Lost/Stolen: 0
Expired:
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

Click on the 'Delete Selected Cards' button.



You will see that the cards have been removed from the list (and the system).

7.4.2.2. Delete by Selecting All

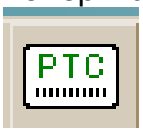
Note: Remember this option removes **all** cards for the selected Account.

Click the 'Select All Cards' button.

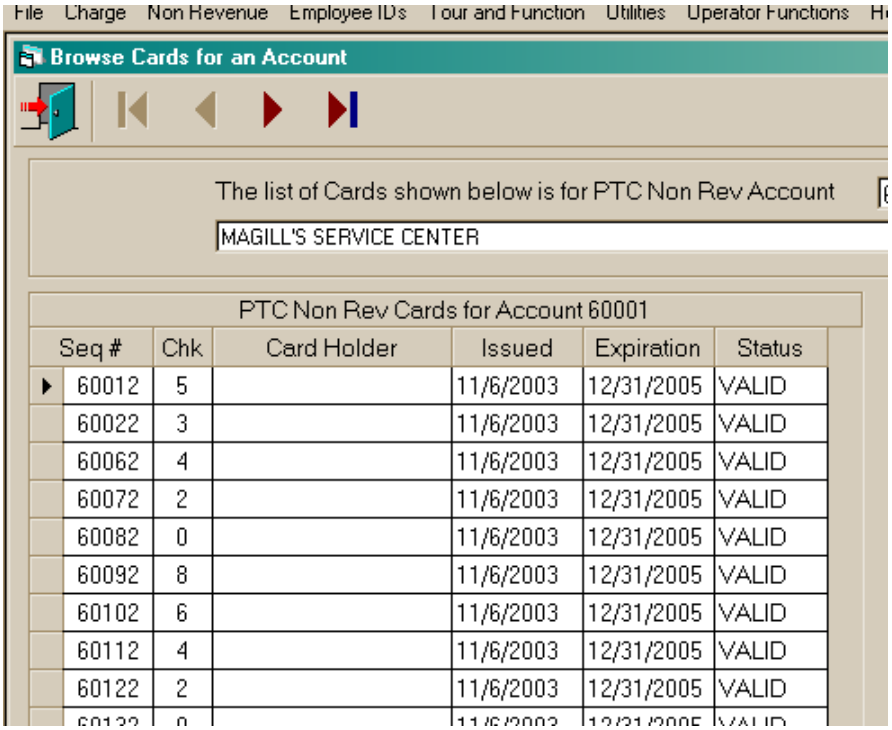
Click the 'Delete Selected Cards' button.

7.4.3. Reprint Cards

To reprint cards from an account, select the cards button.

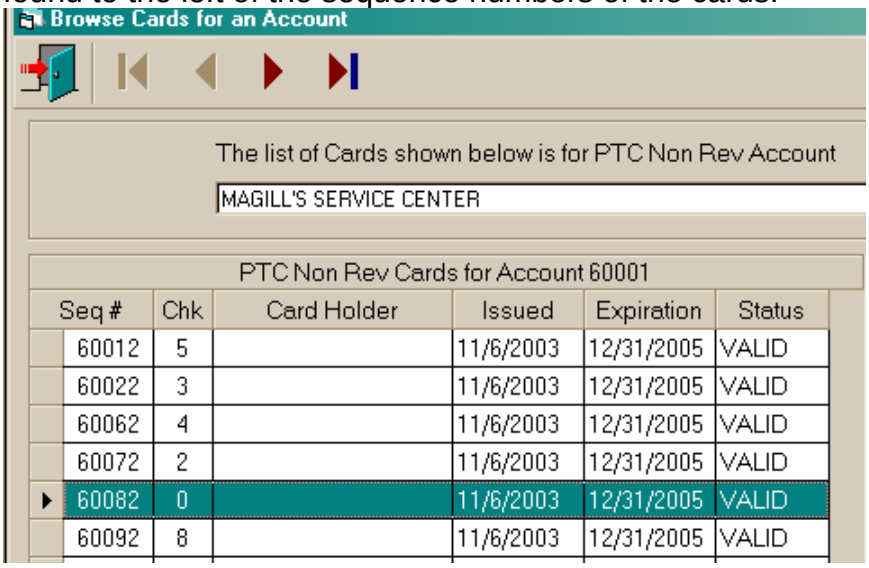


The 'Browse Cards for an Account' screen will display the cards for that account.

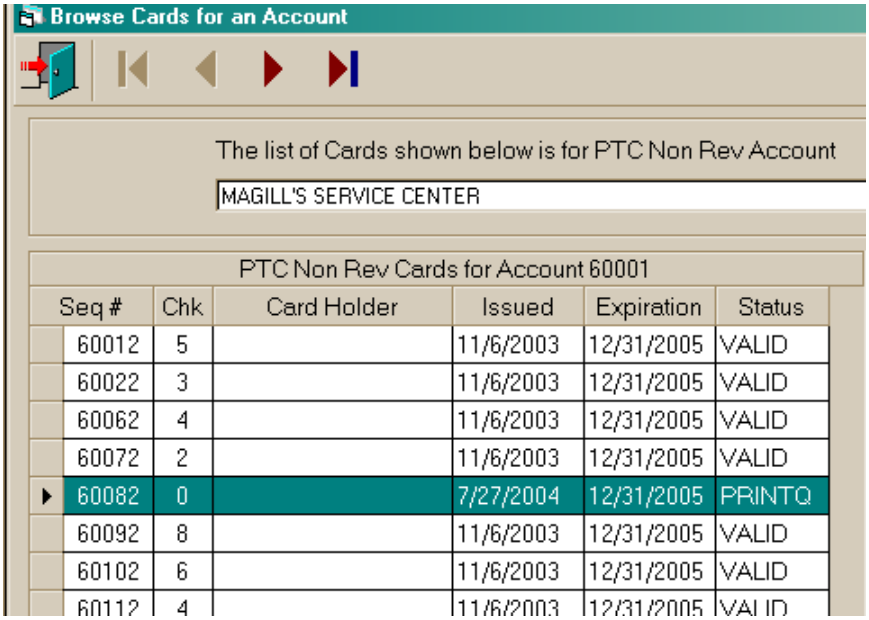

File Charge Non Revenue Employee IDs Tour and Function Utilities Operator Functions
Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
MAGILL'S SERVICE CENTER
PTC Non Rev Cards for Account 60001
Seq # Chk Card Holder Issued Expiration Status
60012 5 11/6/2003 12/31/2005 VALID
60022 3 11/6/2003 12/31/2005 VALID
60062 4 11/6/2003 12/31/2005 VALID
60072 2 11/6/2003 12/31/2005 VALID
60082 0 11/6/2003 12/31/2005 VALID
60092 8 11/6/2003 12/31/2005 VALID
60102 6 11/6/2003 12/31/2005 VALID
60112 4 11/6/2003 12/31/2005 VALID
60122 2 11/6/2003 12/31/2005 VALID

7.4.3.1. Reprint by Selection

Select the cards you wish to reprint by clicking and dragging on the blocks found to the left of the sequence numbers of the cards.


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
MAGILL'S SERVICE CENTER
PTC Non Rev Cards for Account 60001
Seq # Chk Card Holder Issued Expiration Status
60012 5 11/6/2003 12/31/2005 VALID
60022 3 11/6/2003 12/31/2005 VALID
60062 4 11/6/2003 12/31/2005 VALID
60072 2 11/6/2003 12/31/2005 VALID
60082 0 11/6/2003 12/31/2005 VALID
60092 8 11/6/2003 12/31/2005 VALID

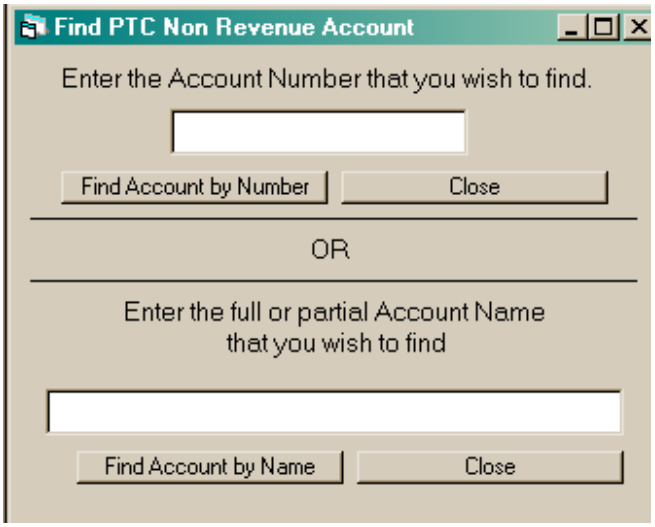
Click the 'Reprint Selected Cards' button.


Browse Cards for an Account
The list of Cards shown below is for PTC Non Rev Account
MAGILL'S SERVICE CENTER
PTC Non Rev Cards for Account 60001
Seq # | Chk | Card Holder | Issued | Expiration | Status
60012 | 5 | | 11/6/2003 | 12/31/2005 | VALID
60022 | 3 | | 11/6/2003 | 12/31/2005 | VALID
60062 | 4 | | 11/6/2003 | 12/31/2005 | VALID
60072 | 2 | | 11/6/2003 | 12/31/2005 | VALID
60082 | 0 | | 7/27/2004 | 12/31/2005 | PRINTQ
60092 | 8 | | 11/6/2003 | 12/31/2005 | VALID
60102 | 6 | | 11/6/2003 | 12/31/2005 | VALID
60112 | 4 | | 11/6/2003 | 12/31/2005 | VALID

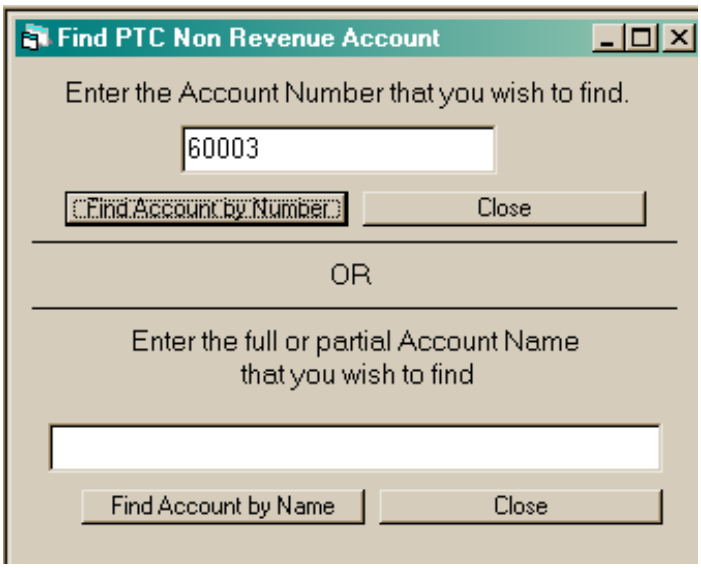
7.5. Find Account Through the PTC Non Revenue Account Screen

7.5.1. Find Account by Number

Select the Find button.

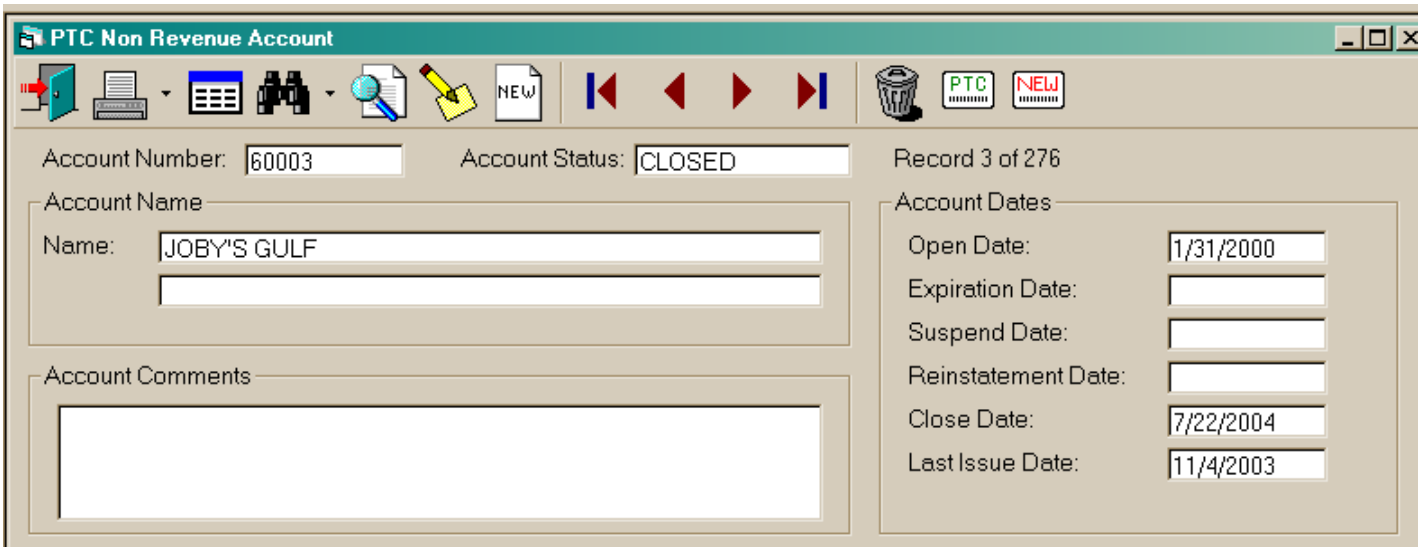

Find PTC Non Revenue Account
Enter the Account Number that you wish to find.
Find Account by Number
Close
OR
Enter the full or partial Account Name
that you wish to find
Find Account by Name
Close

The 'Find PTC Non Revenue Account' screen will open.
Enter the Account Number in the first box.



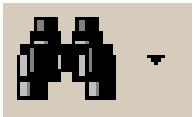
Then click the 'Find Account by Number' button.

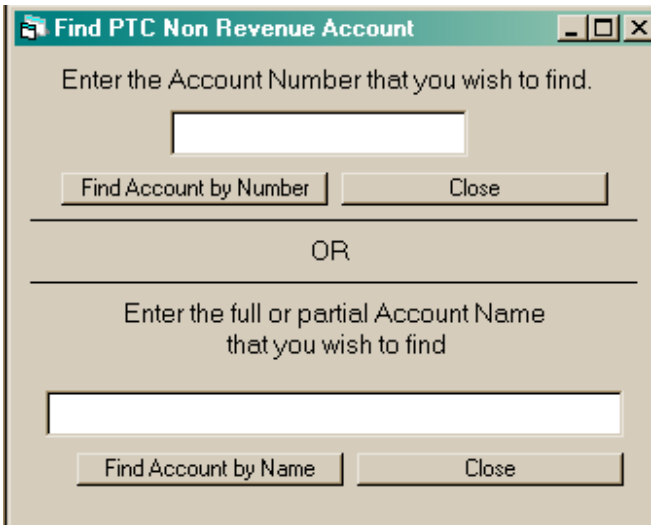
The 'PTC Non Revenue Account' screen will open in view mode with the information on the Account the Find was on.



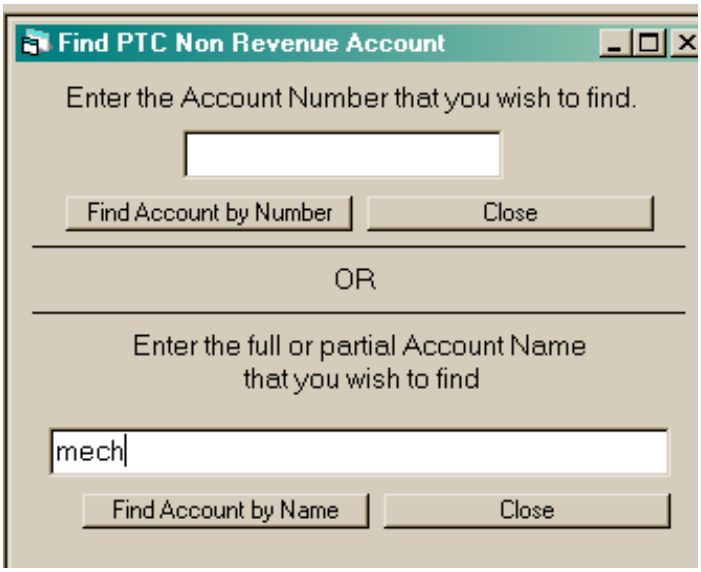
7.5.2. Find Account by Name

Select the Find button.

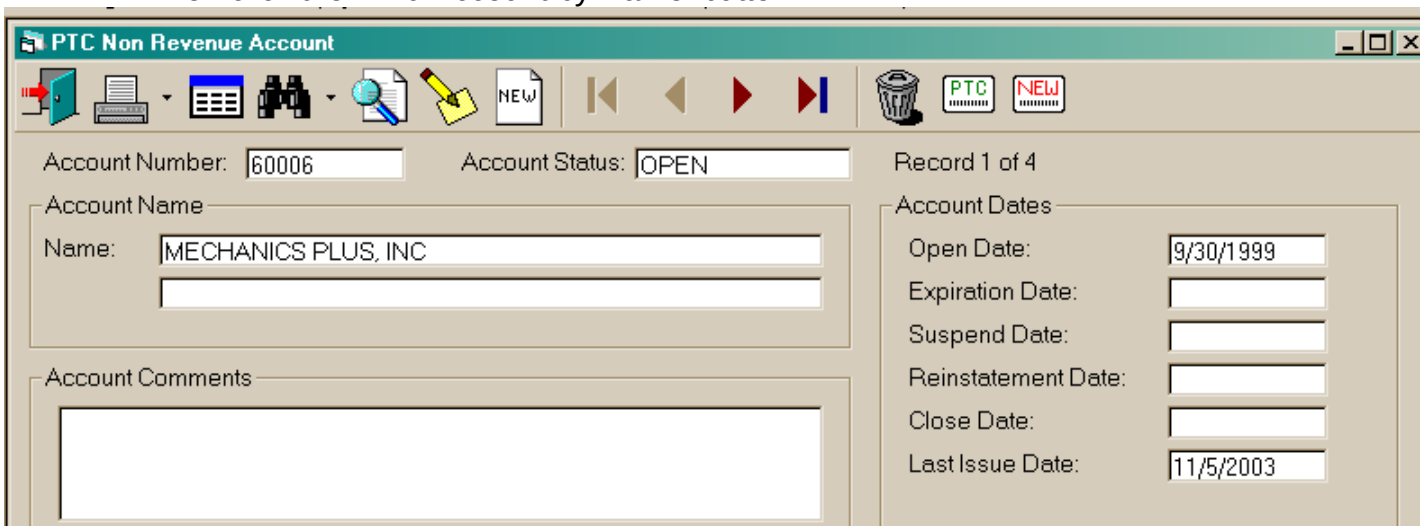



Find PTC Non Revenue Account
Enter the Account Number that you wish to find.
Find Account by Number
Close
OR
Enter the full or partial Account Name
that you wish to find
Find Account by Name
Close

The 'Find PTC Non Revenue Account' screen will open.
Enter a full or partial Account Name in the second box.



Then click the 'Find Account by Name' button.



7.5.2.1. Multiple Results for a Find

In the last section example (7.4.2), the find resulted in 4 matching account records.

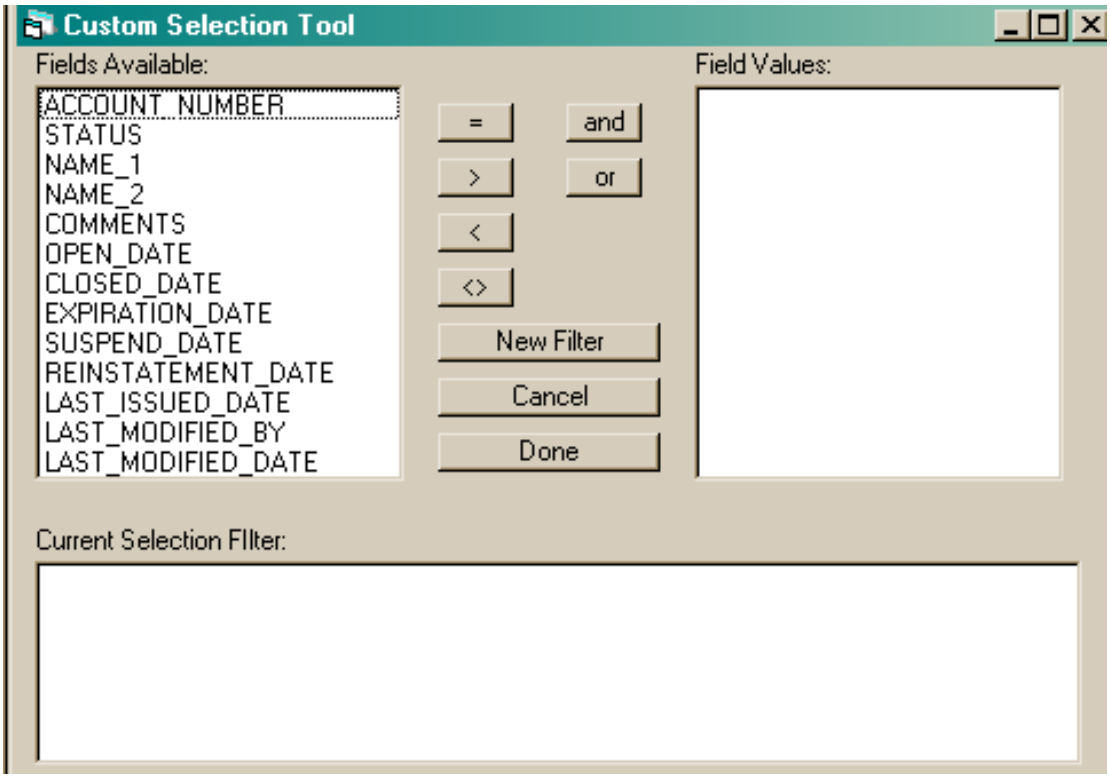
You may navigate through them with the arrows until you find the account you were searching for.

7.5.2.2. To Remove the Filter on a Find and See All Records

You can remove the filter on the records and see all of them again by clicking on the 'Select all Accounts' button.

7.5.3. Custom Selection Find

Select the Arrow to the right of the Find button.



Click on one of the field names
(example, comments)
Select one of the relational buttons
(example, >)
then enter a value
click the 'Done' button.

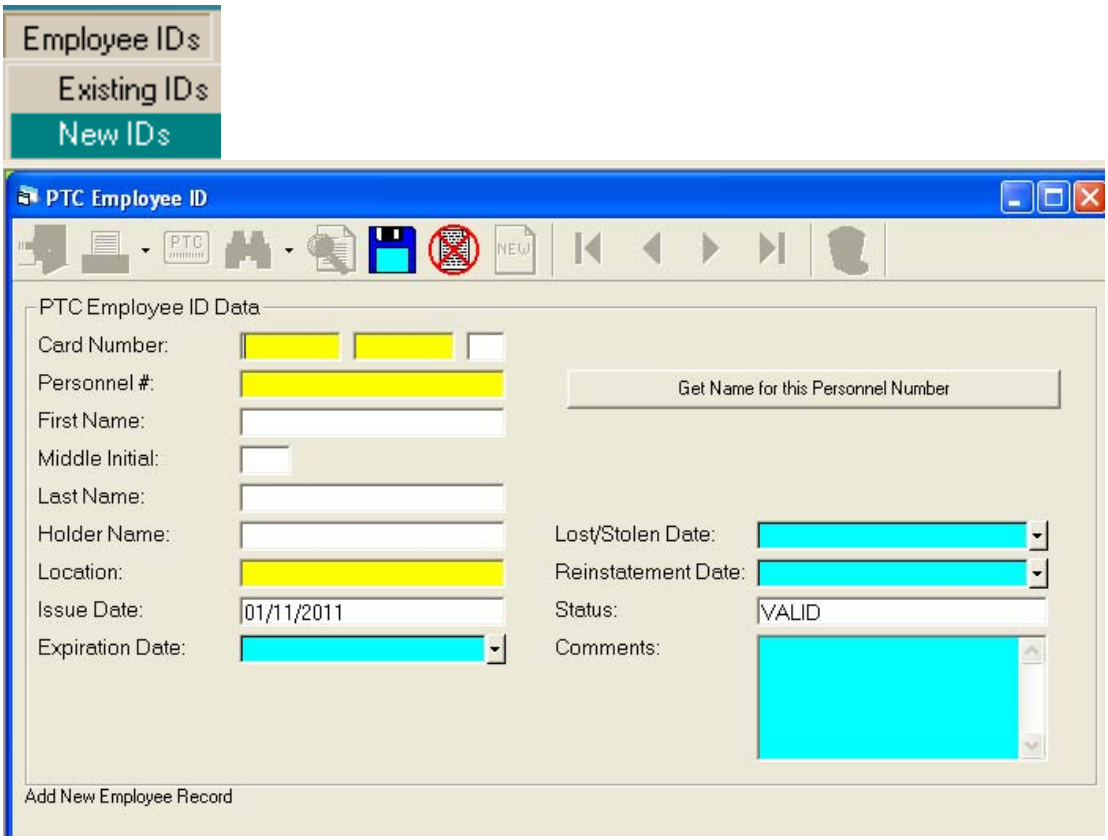
8. Employee ID

*****Important Note: The EmployeeID cards are not printed in the Card Control system. They are printed through the IVIS 1000 BadgeID application on the Pro-L printer.*****

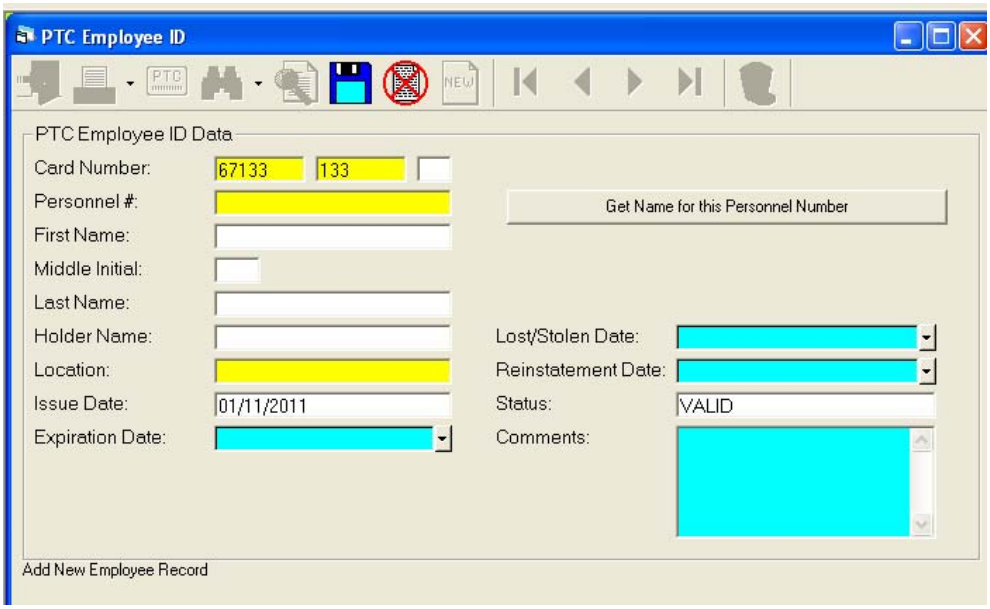
Employee ID cards are entered into the Card Control system. This is where the card number is generated. Then the Employee ID card is entered into the IVIS 1000 BadgeID application. (See the BadgeID manual).

8.1. Place Order for a New Employee ID Card

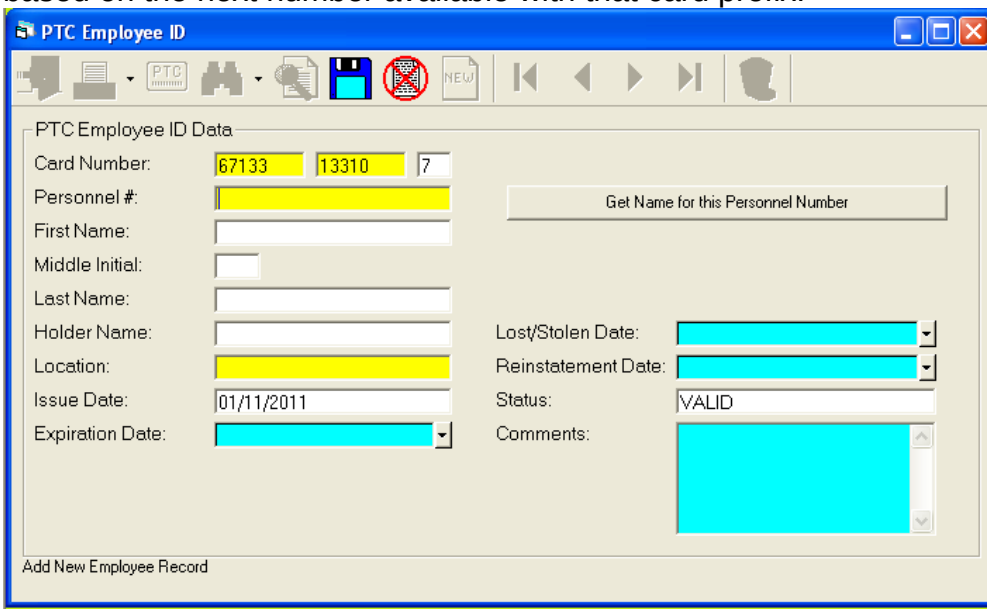
From the main menu choose the 'Employee IDs' option.
Choose the 'New IDs' option from the sub-menu.



To enter an EmployeeID card into the system:
Type in the beginning digits based on card type.



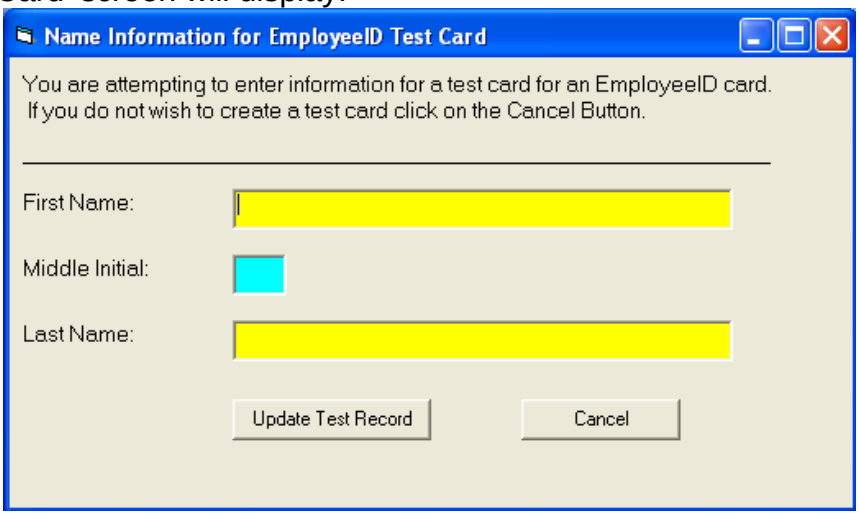
When you tab out of the card number the remaining digits will be calculated by the application based on the next number available with that card prefix.



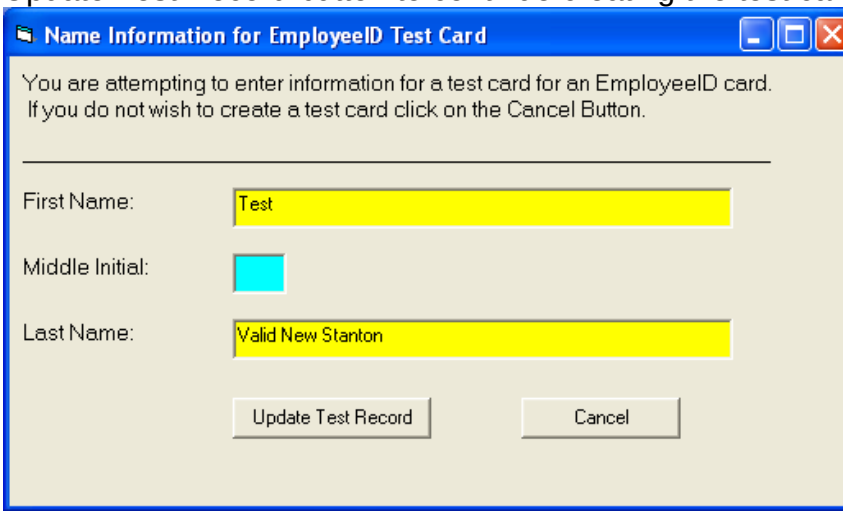
The status is defaulted to 'VALID'. The Issue Date is defaulted to today's date.
Enter the remaining required fields (highlighted in yellow) and if you wish also the optional fields (highlighted in blue).

Remaining required fields:
For a normal card:
Enter a Personnel number in the 'Personnel #' field. Click the 'Get Name for this Personnel Number' button. Once you click the button the system will check to make sure this personnel number is in the SAP HCM system. If the personnel number you typed is a valid one the First name, middle initial and last name will be automatically added to the screen.

If this is to be a test card you must enter a Personnel number between 99000000 and 99999999. After you enter a test Pernr number a 'Name Information for EmployeeID Test Card' screen will display.

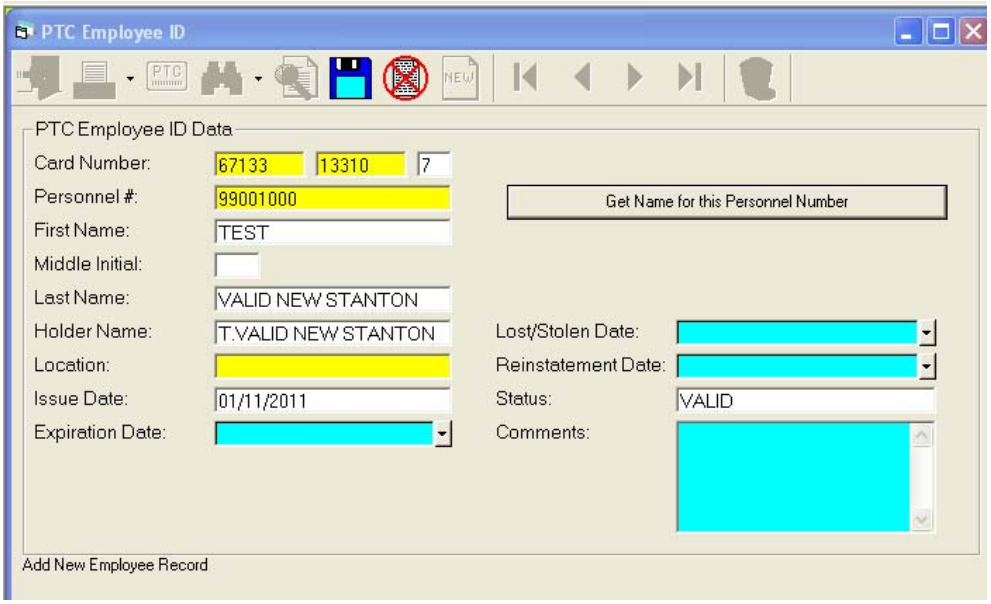

Name Information for EmployeeID Test Card
You are attempting to enter information for a test card for an EmployeeID card.
If you do not wish to create a test card click on the Cancel Button.
First Name:
Middle Initial:
Last Name:
Update Test Record
Cancel

The First name and last name are required but middle initial is optional. When done click the Update Test Record button to continue creating the test card.

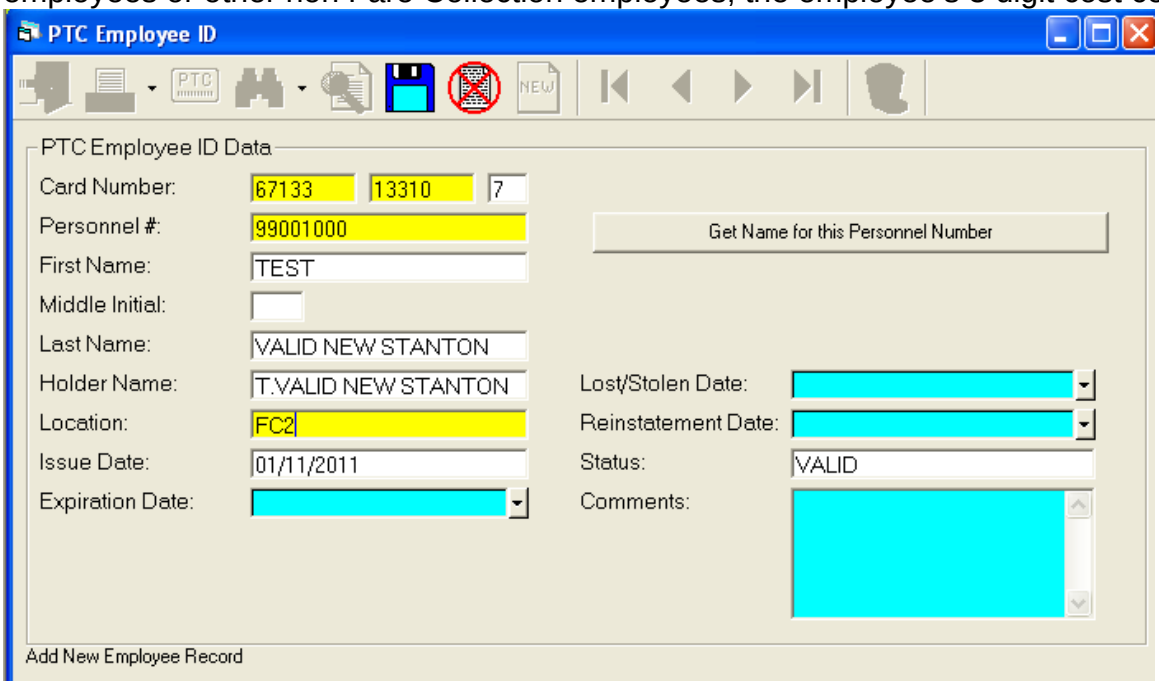

Name Information for EmployeeID Test Card
You are attempting to enter information for a test card for an EmployeeID card.
If you do not wish to create a test card click on the Cancel Button.
First Name:
Test
Middle Initial:
Last Name:
Valid New Stanton
Update Test Record
Cancel

(If you didn't mean to create a test card or do not want to save this card hit Cancel on this screen and the next screen.)

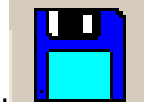
Once you have entered a first name and last name and clicked the update test record button, You will see that the first name, last name and (if you entered one) middle initial are entered for you based on the last screen. The Holder name field is also updated per your last screen.

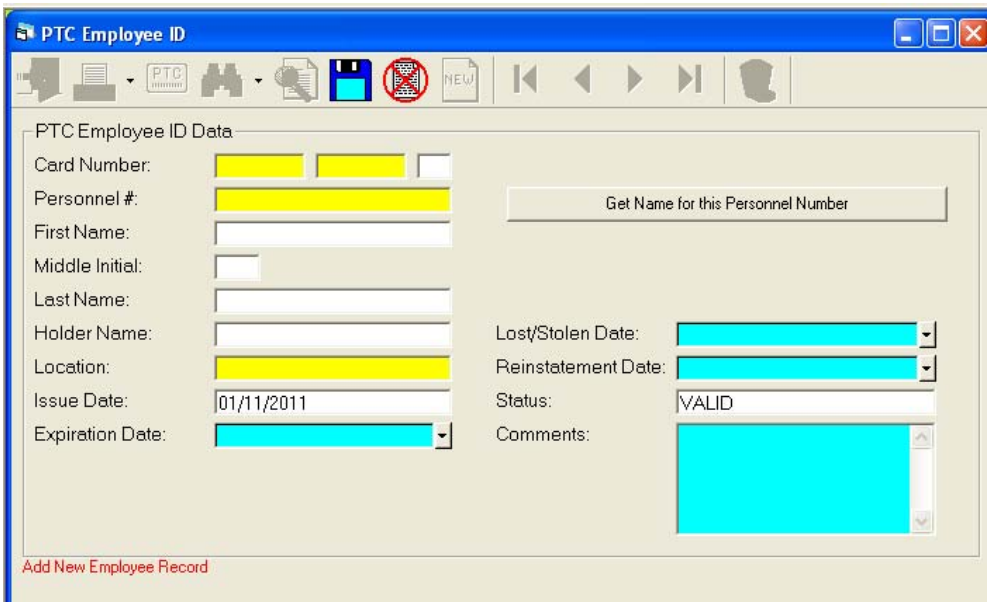


Type in the location where the employee is assigned. The location is usually entered as 'FC' followed by a 1-digit district number (if it's a Fare Collection employee), or in the case of maintenance employees or other non Fare Collection employees, the employee's 3 digit cost center number.



8.1.1. Save New EmployeeID card

When done, click the save button. 
Once you save the card the screen will refresh and allow you to enter another new card.



When you are finished adding new cards click the cancel button.

In order to print this card the same information must be entered into the IVIS system and then printed on the HDP5000 printer.

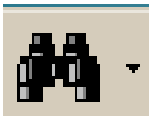
8.1.2. Cancel New EmployeeID card

If you do not wish to save the new Employee ID card, click the cancel button.

8.2. Find Information on a Particular Employee ID Card

From the main menu choose the 'Employee IDs' option.
Choose the 'Existing IDs' option from the sub-menu.

Click the find button.

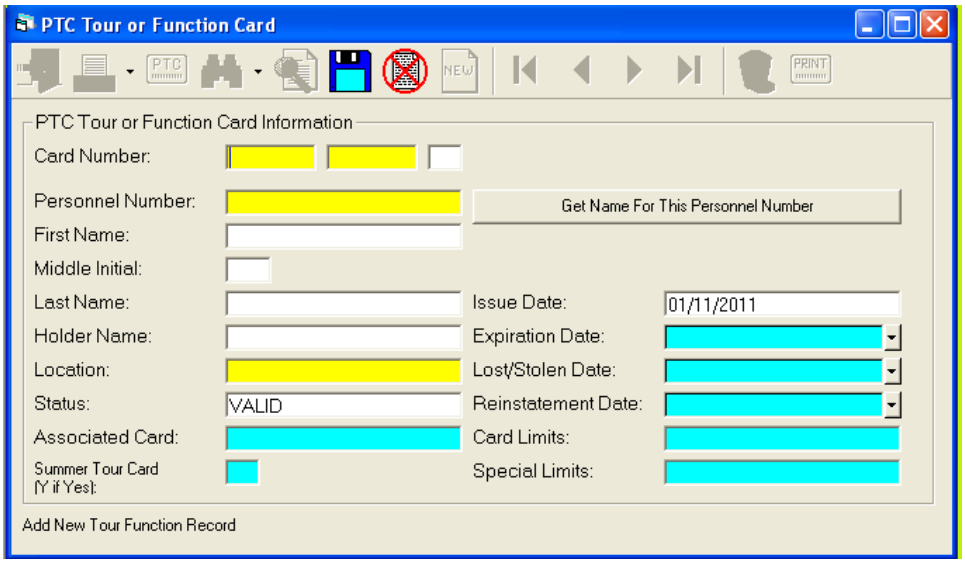


9. Tour and Function Cards

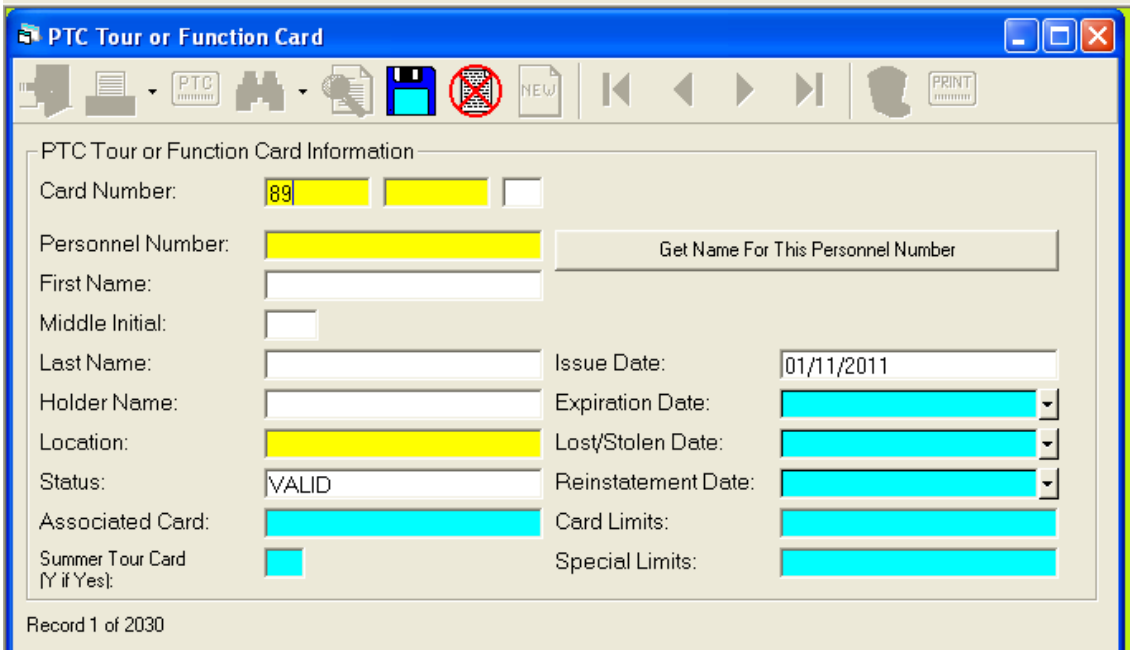
From the main menu choose the 'Tour and Function' option.
Choose the 'Existing Cards' option from the sub-menu.

9.1. Place Order for New Tour or Function Cards

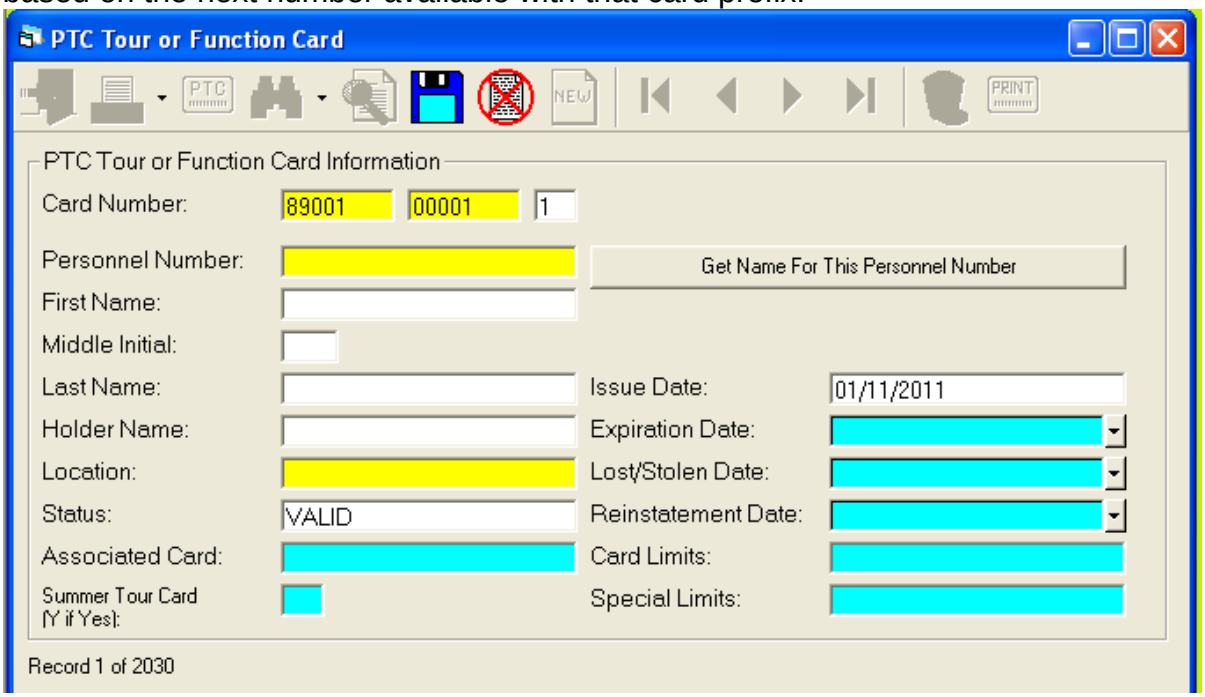
Choose Tour and Function option from the menu.
Then select New Cards.



To enter an EmployeeID card into the system:
Type in the beginning digits based on card type.

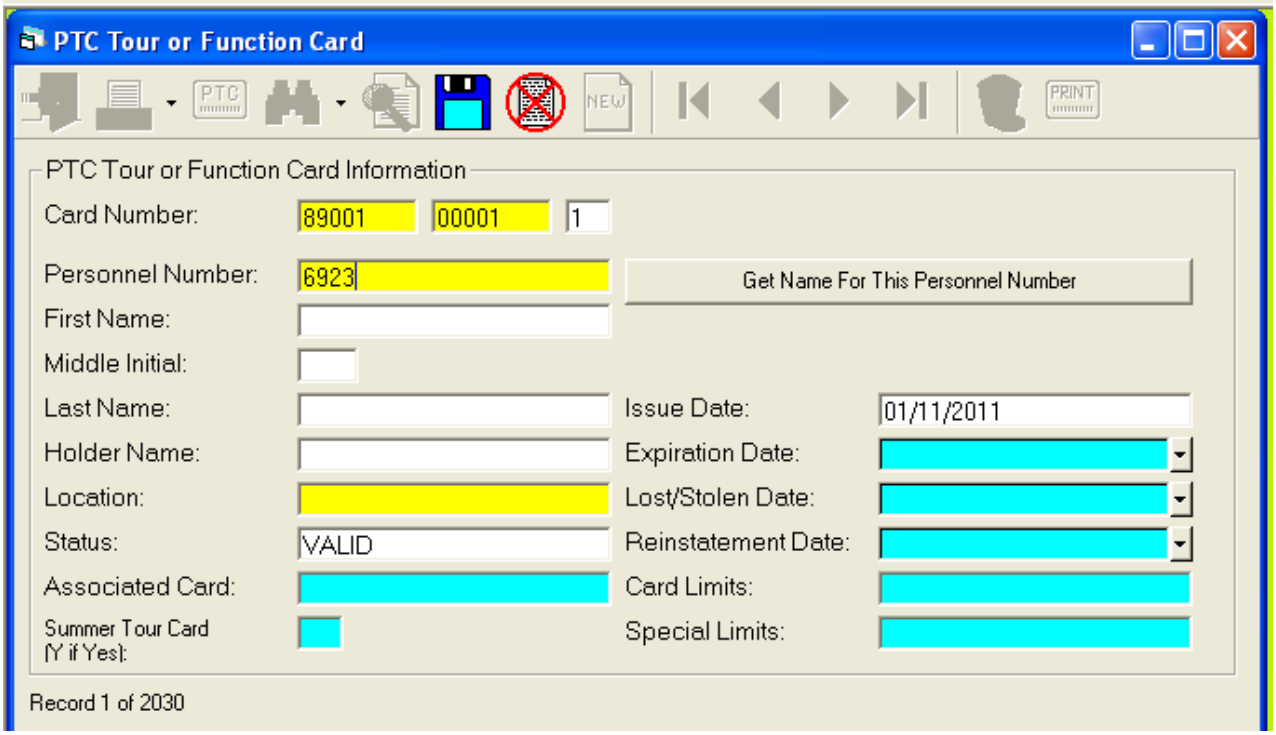


When you tab out of the card number the remaining digits will be calculated by the application based on the next number available with that card prefix.

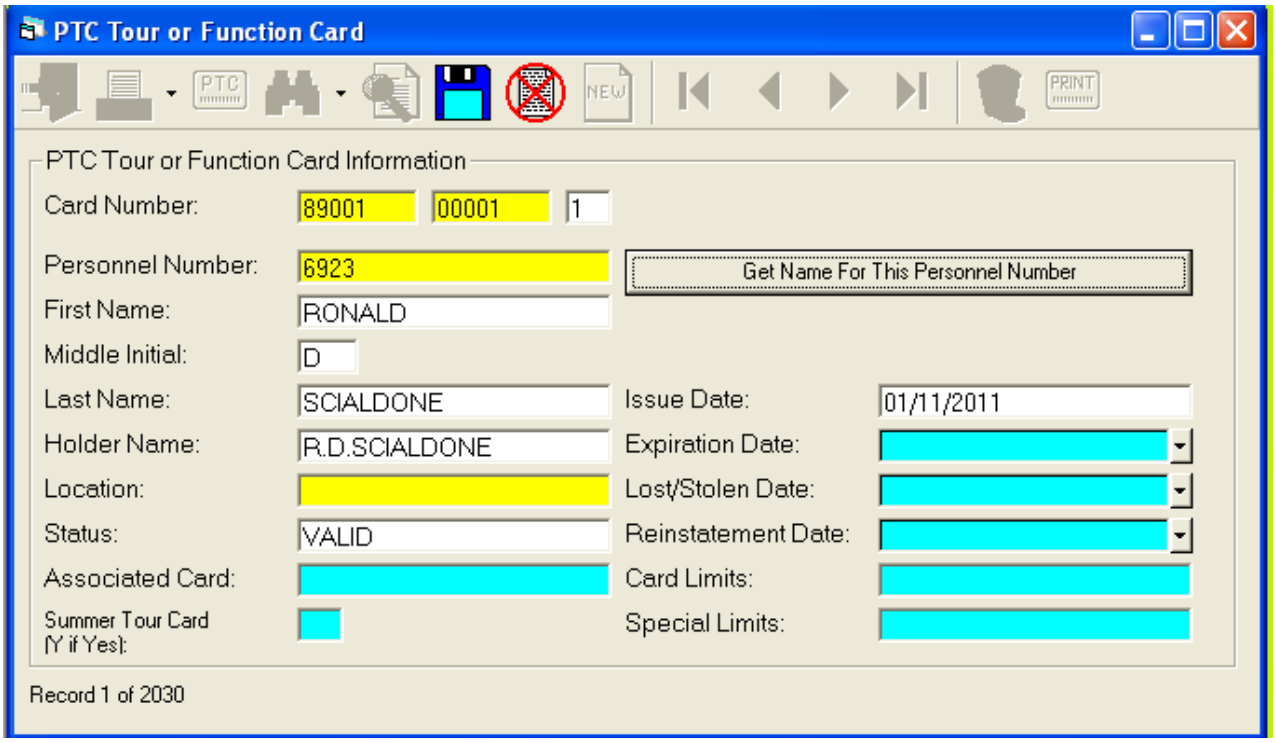


The status is defaulted to 'VALID'. The Issue Date is defaulted to today's date.
Enter the remaining required fields (highlighted in yellow) and if you wish also the optional fields (highlighted in blue).

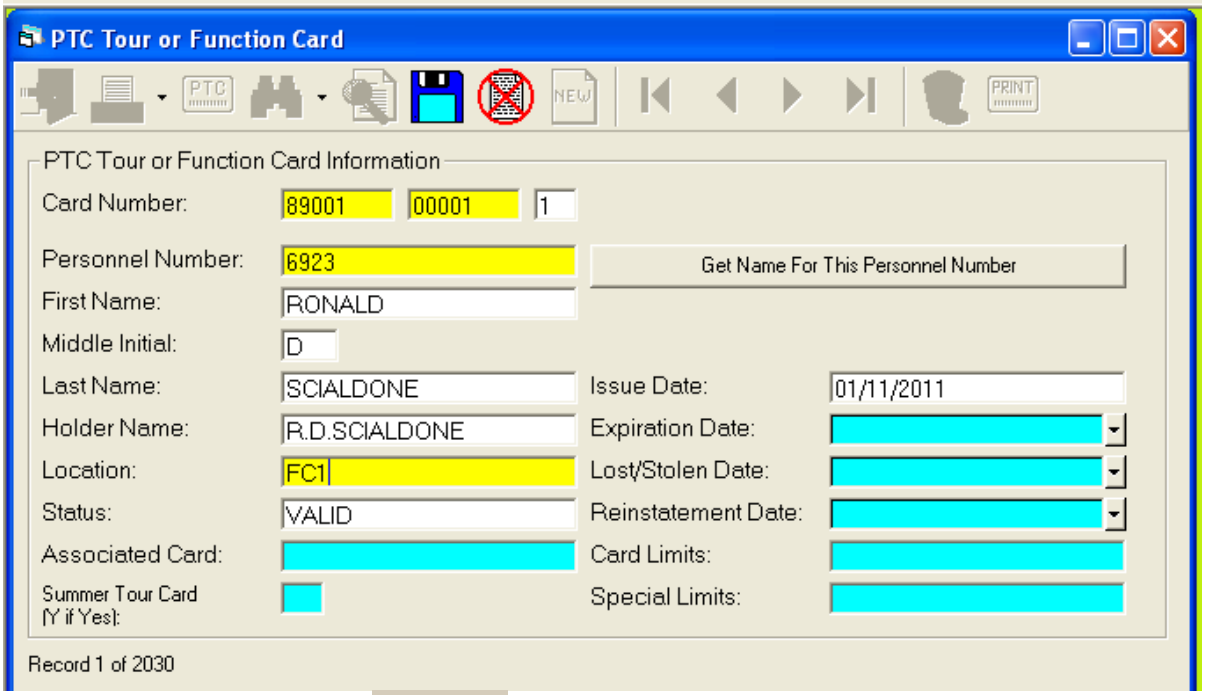
Remaining required fields:
For a normal card:
Enter a Personnel number in the 'Personnel #' field.

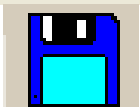


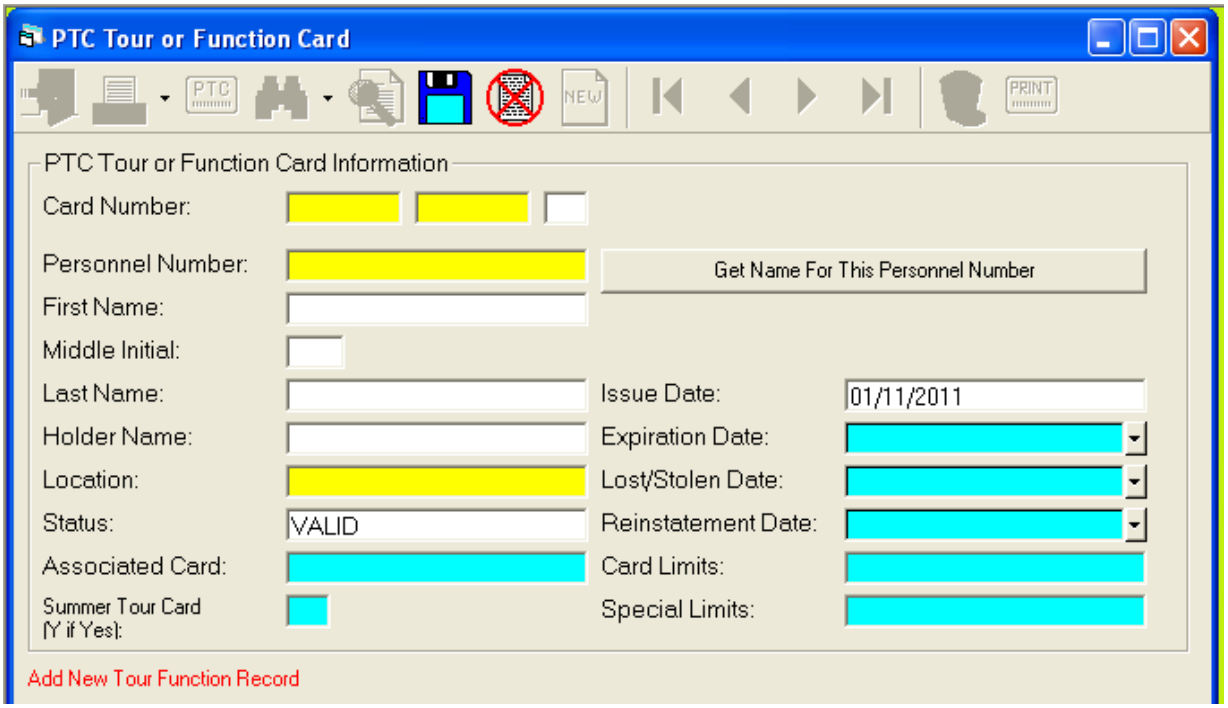
Click the 'Get Name for this Personnel Number' button.



Once you click the button the system will check to make sure this personnel number is in the SAP HCM system. If the personnel number you typed is a valid one the First name, middle initial and last name will be automatically added to the screen.
Enter a location



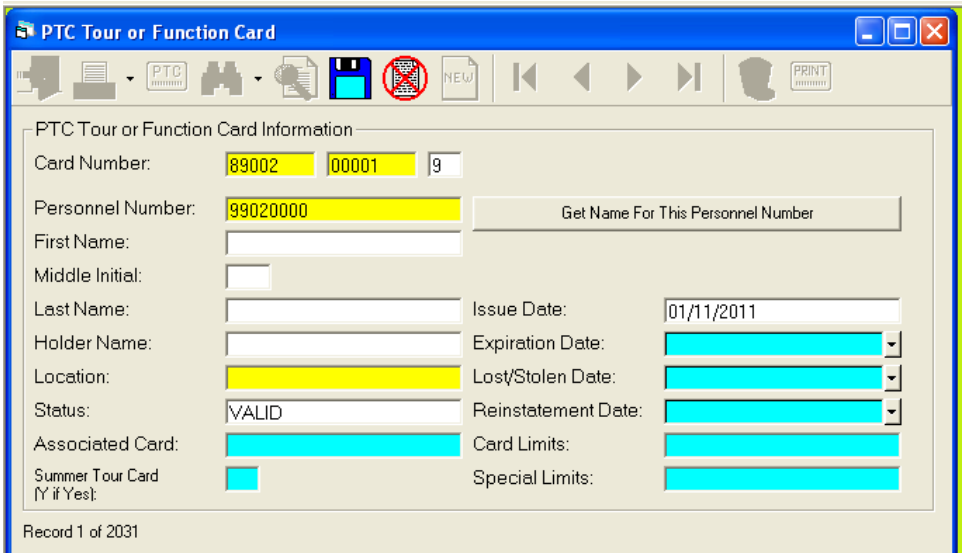
and click the save button. 



You will be returned to a blank screen so that you may add another new card.

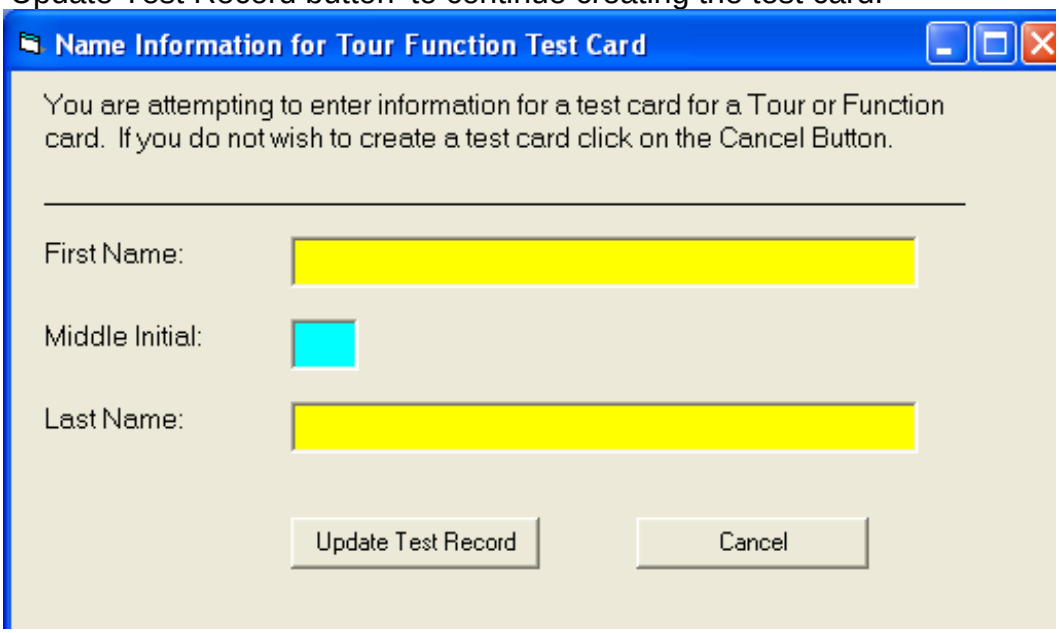
Click the cancel button so that you do not have to enter another card.

If this is to be a test card you must enter a Personnel number between 99000000 and 99999999. After you enter a test Pernr number click the 'Get Name for this personnel number button'.

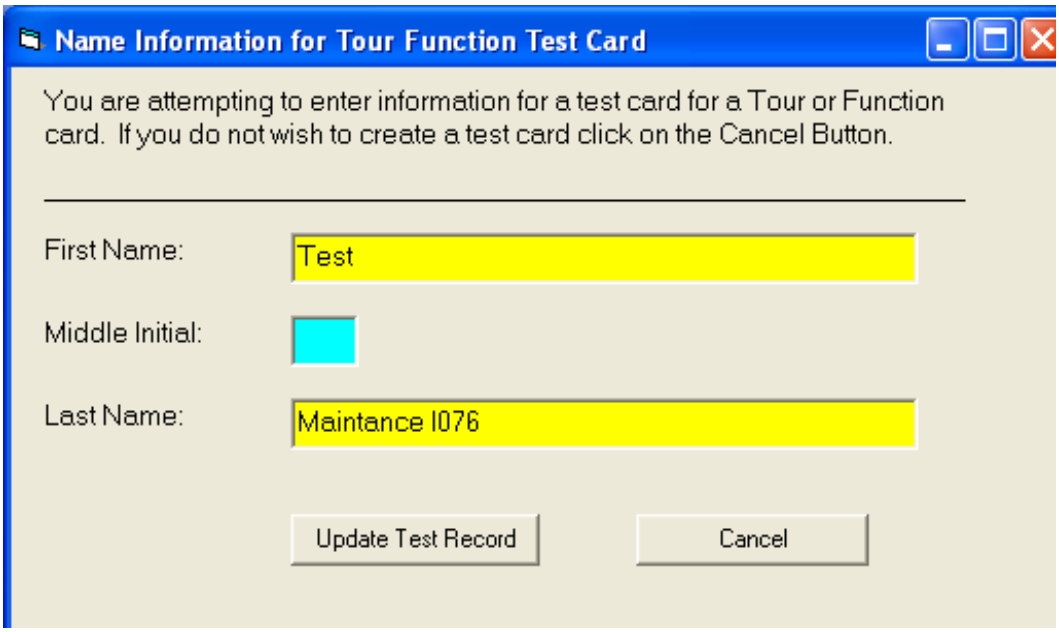


A 'Name Information for TourFunction Test Card' screen will display.

The First name and last name are required but middle initial is optional. When done, click the 'Update Test Record button' to continue creating the test card.

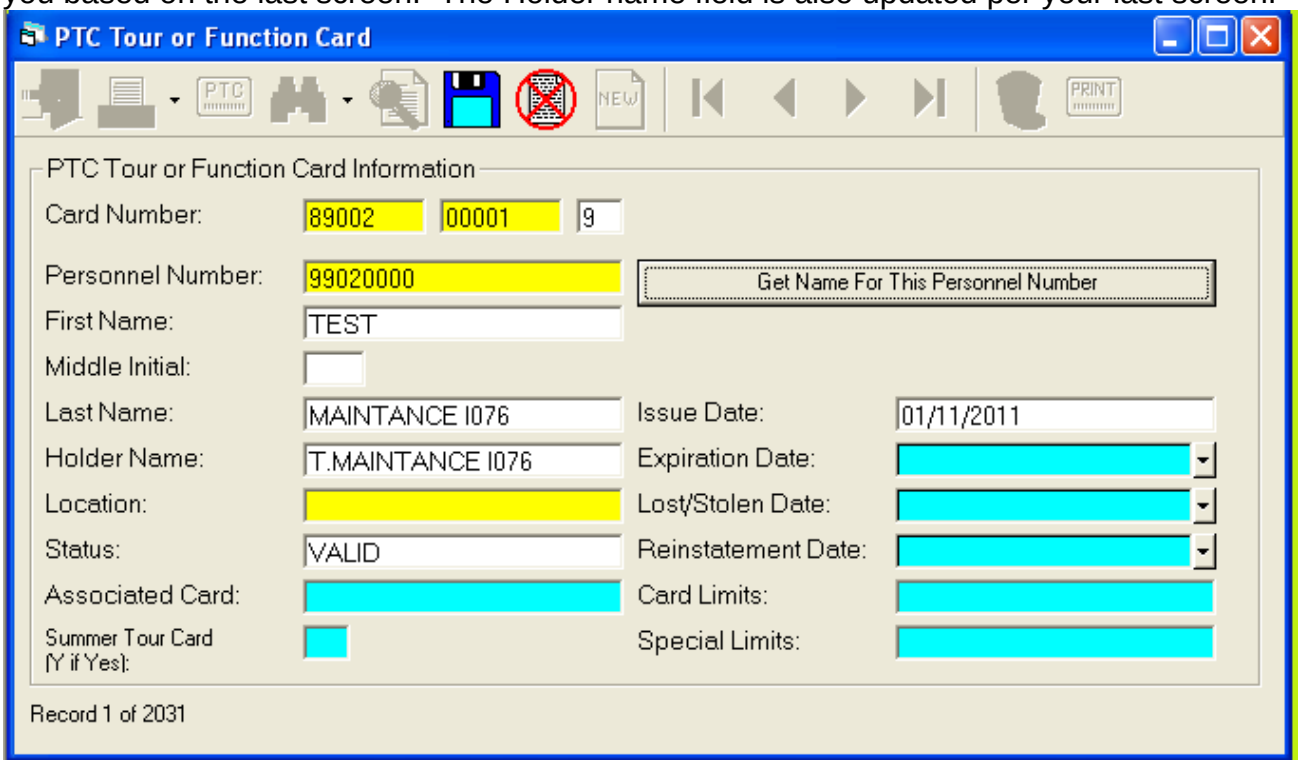

Name Information for Tour Function Test Card
You are attempting to enter information for a test card for a Tour or Function card. If you do not wish to create a test card click on the Cancel Button.
First Name:
Middle Initial:
Last Name:
Update Test Record
Cancel

(If you didn't mean to create a test card or do not want to save this card hit Cancel on this screen and the next screen.)

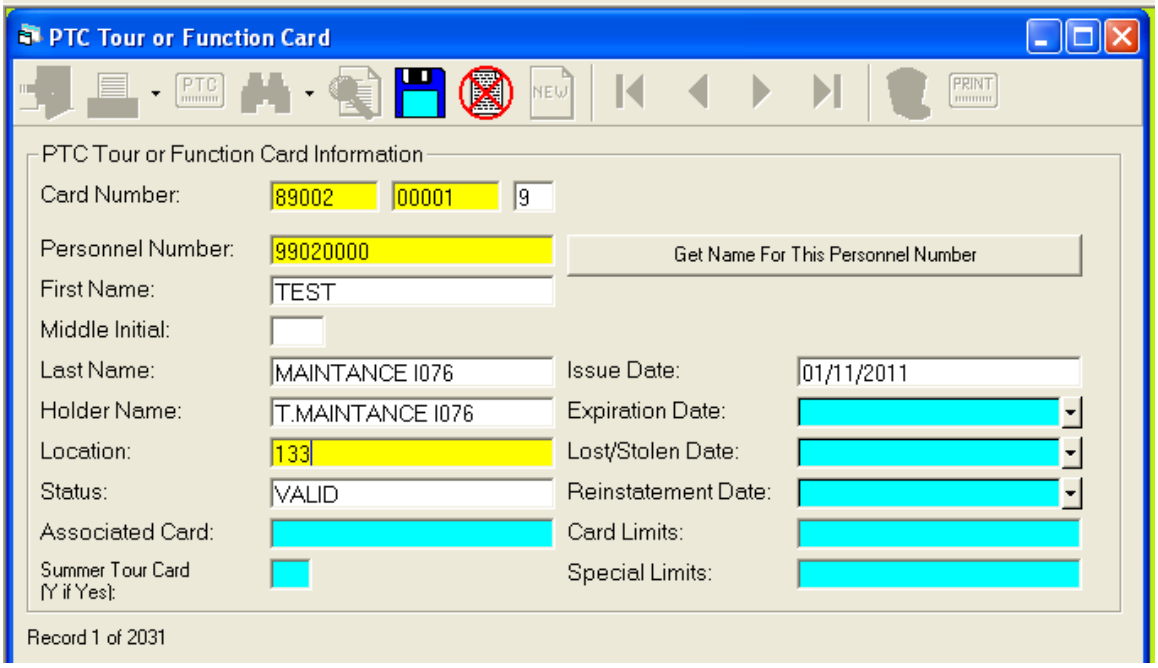

Name Information for Tour Function Test Card
You are attempting to enter information for a test card for a Tour or Function card. If you do not wish to create a test card click on the Cancel Button.
First Name:
Test
Middle Initial:
Last Name:
Maintance I076
Update Test Record
Cancel

(Screen with name data entered for test card).

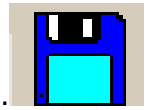
Once you have entered a first name and last name and clicked the update test record button, you will see that the first name, last name and (if you entered one) middle initial are entered for you based on the last screen. The Holder name field is also updated per your last screen.



Type in the location where the employee is assigned. The location is usually entered as 'FC' followed by a 1-digit district number (if it's a Fare Collection employee), or in the case of maintenance employees or other non Fare Collection employees, the employee's 3 digit cost center number.

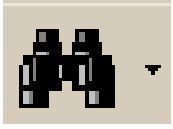


9.1.1. Save New TourFunction card

When done, click the save button. 
Once you save the card the screen will refresh and allow you to enter another new card.
If you don't want to continue adding cards click the save button and click yes when it asks if you are sure you want to cancel.

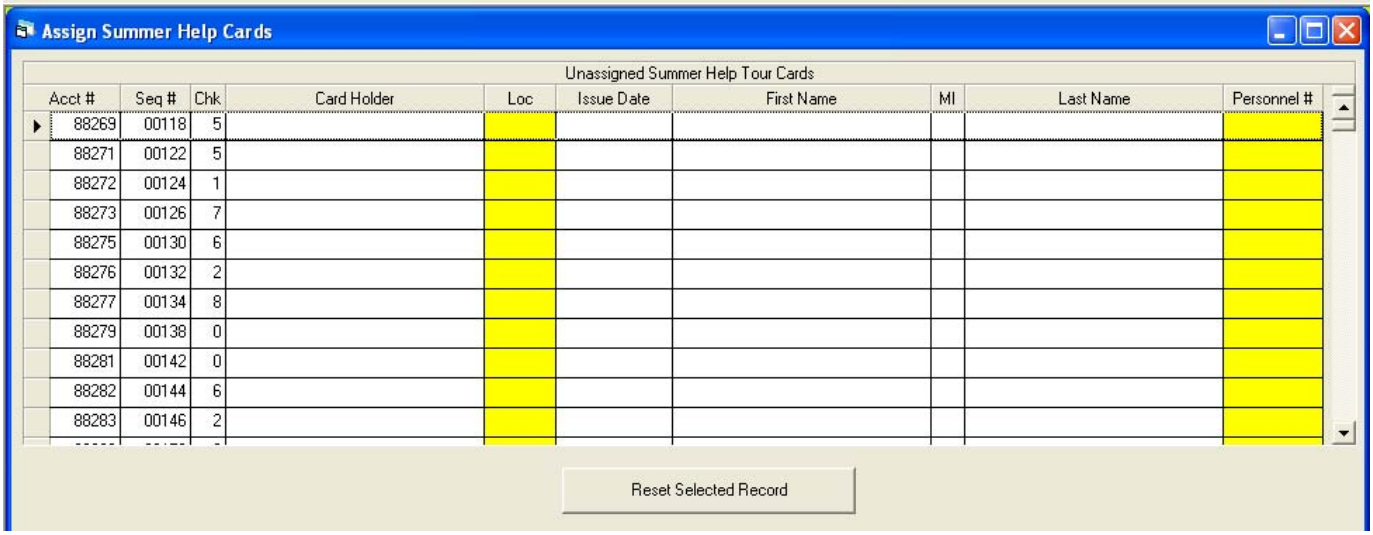
9.2. Find Information on a Particular Employee ID Card

Click the find button.



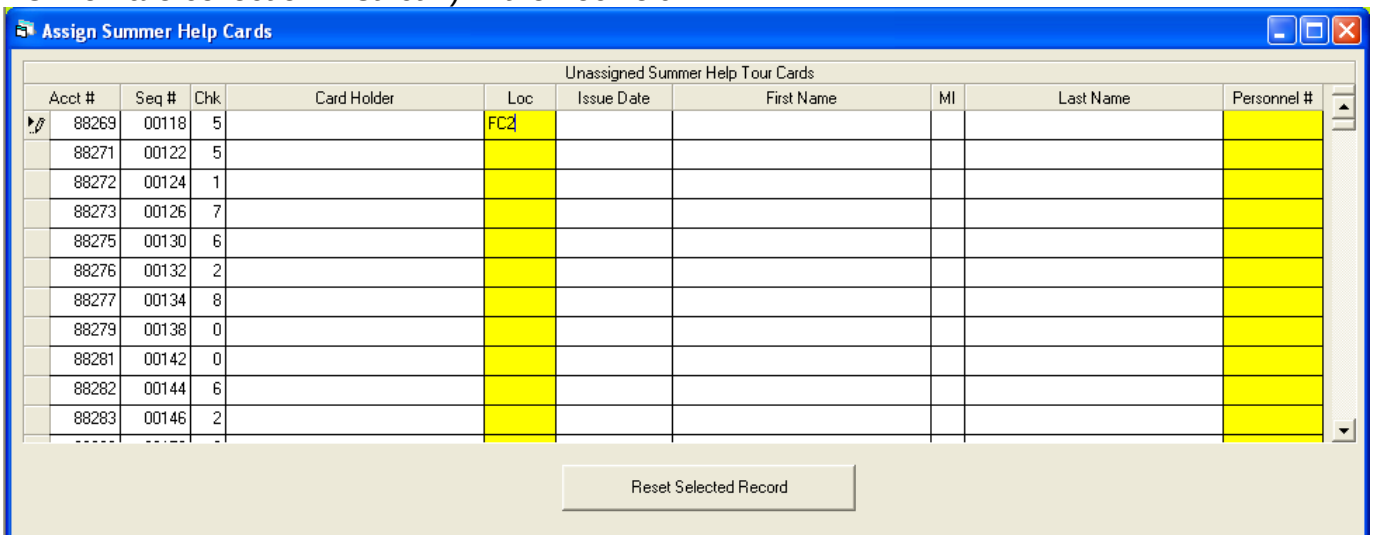
9.3. Assign Summer Help Cards

From the main menu choose the 'Tour and Function' option.
Choose the 'Assign Summer Help Cards' option from the sub-menu.

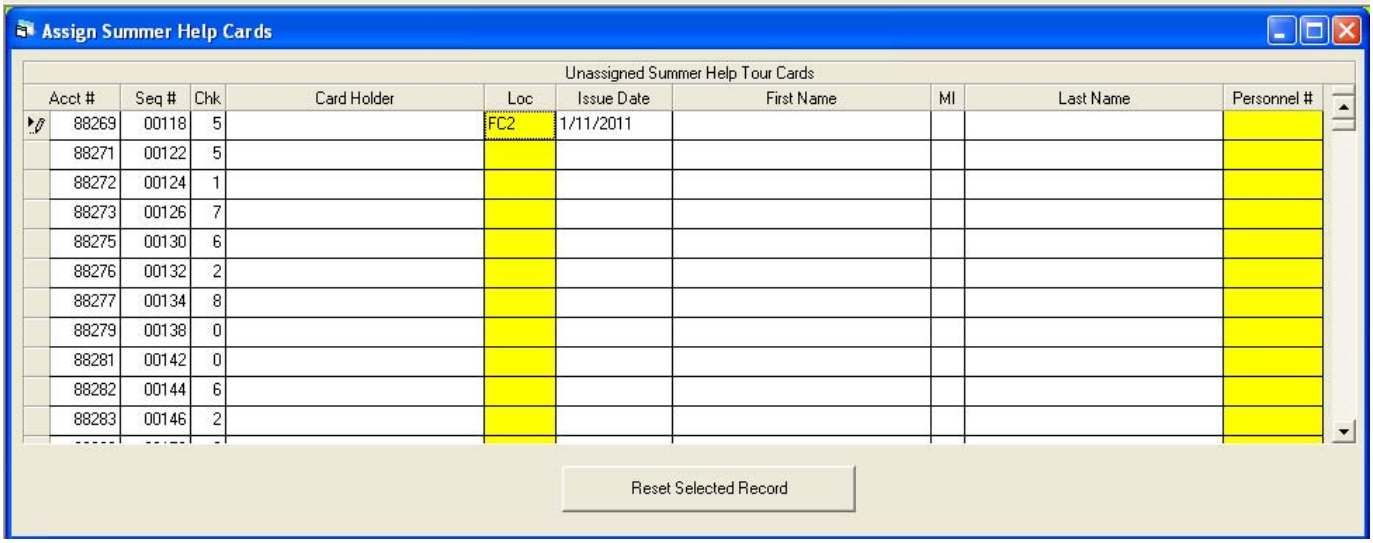

Assign Summer Help Cards
Unassigned Summer Help Tour Cards
Acct # Seq # Chk Card Holder Loc Issue Date First Name MI Last Name Personnel #
88269 00118 5
88271 00122 5
88272 00124 1
88273 00126 7
88275 00130 6
88276 00132 2
88277 00134 8
88279 00138 0
88281 00142 0
88282 00144 6
88283 00146 2
Reset Selected Record

(Yellow fields are required)

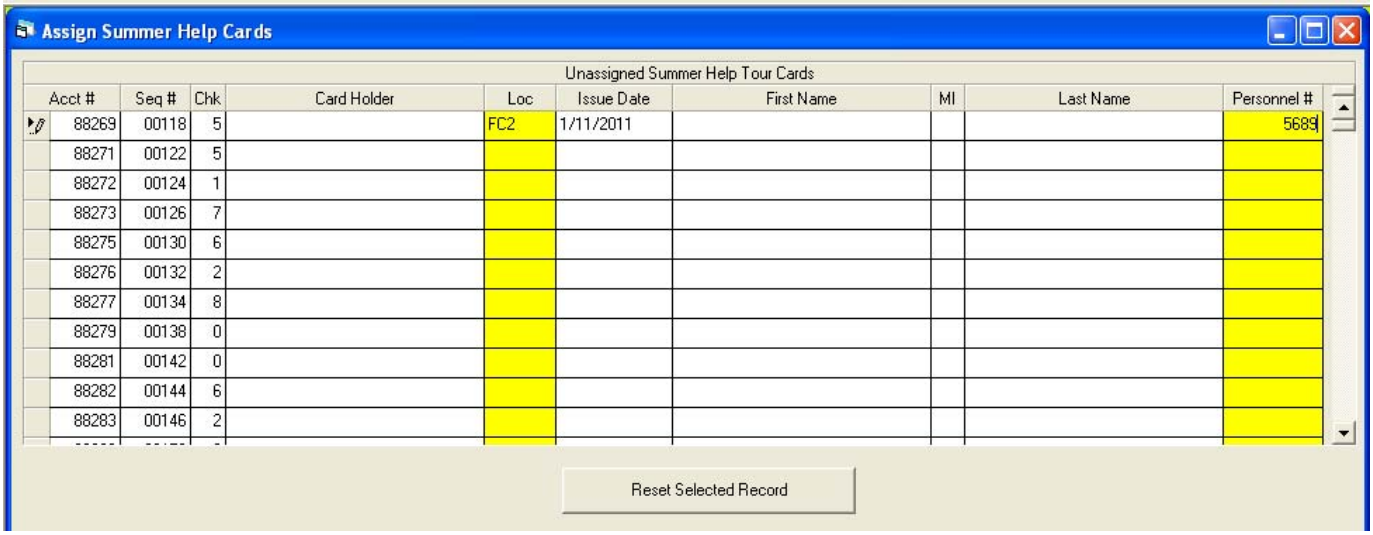
Enter a location (for example a fare collection number or maintenance cost center number (like FC2 for fare collection District 2) in the Loc field.


Assign Summer Help Cards
Unassigned Summer Help Tour Cards
Acct # Seq # Chk Card Holder Loc Issue Date First Name MI Last Name Personnel #
88269 00118 5 FC2
88271 00122 5
88272 00124 1
88273 00126 7
88275 00130 6
88276 00132 2
88277 00134 8
88279 00138 0
88281 00142 0
88282 00144 6
88283 00146 2
Reset Selected Record

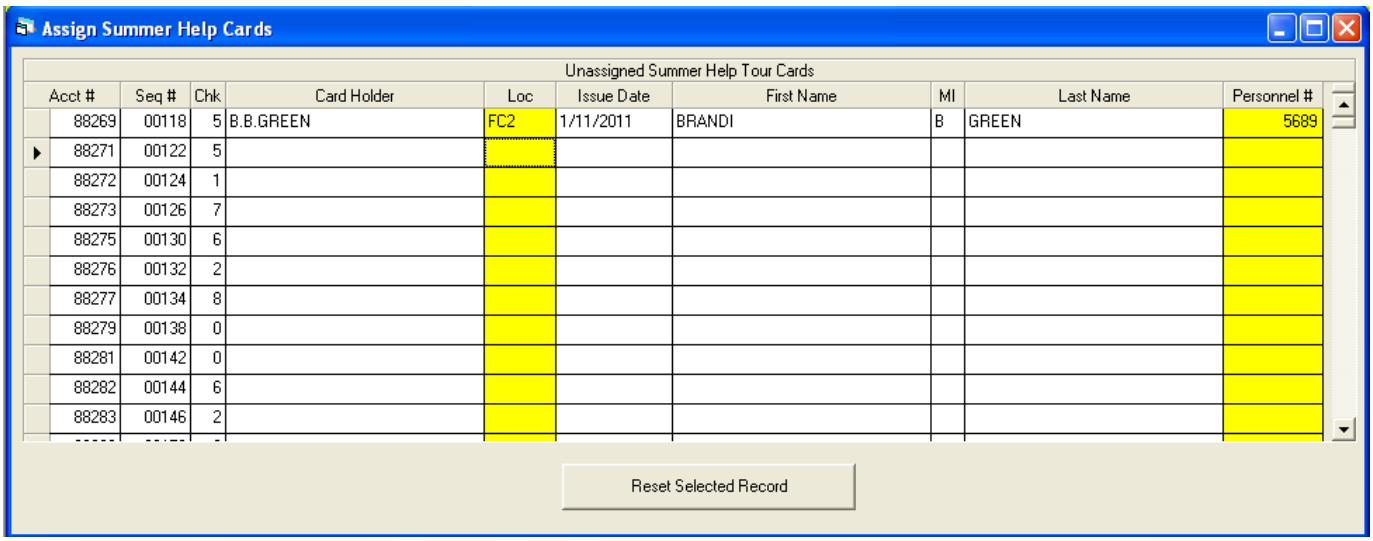
The current date will be automatically filled for the issue date.


Assign Summer Help Cards
Unassigned Summer Help Tour Cards
Acct # Seq # Chk Card Holder Loc Issue Date First Name MI Last Name Personnel #
88269 00118 5 FC2 1/11/2011
88271 00122 5
88272 00124 1
88273 00126 7
88275 00130 6
88276 00132 2
88277 00134 8
88279 00138 0
88281 00142 0
88282 00144 6
88283 00146 2
Reset Selected Record

Tab to the Personnel # field and enter a valid personnel number.



Tab to next line.


Assign Summer Help Cards
Unassigned Summer Help Tour Cards
Acct # | Seq # | Chk | Card Holder | Loc | Issue Date | First Name | MI | Last Name | Personnel #
88269 | 00118 | 5 | B.B.GREEN | FC2 | 1/11/2011 | BRANDI | B | GREEN | 5689
88271 | 00122 | 5
88272 | 00124 | 1
88273 | 00126 | 7
88275 | 00130 | 6
88276 | 00132 | 2
88277 | 00134 | 8
88279 | 00138 | 0
88281 | 00142 | 0
88282 | 00144 | 6
88283 | 00146 | 2
Reset Selected Record

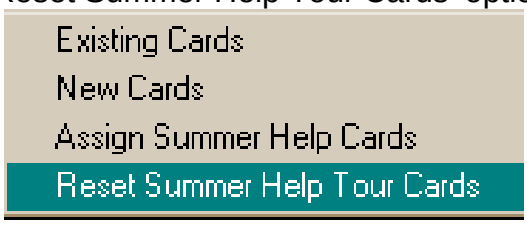
The card holder, first name, middle initial (if there is one) and last name will be auto-filled for you. The expiration date for these cards will be given the date of 9/30 of the current year.

When done adding cards click the red X on the 'Assign Summer Help Cards' screen.

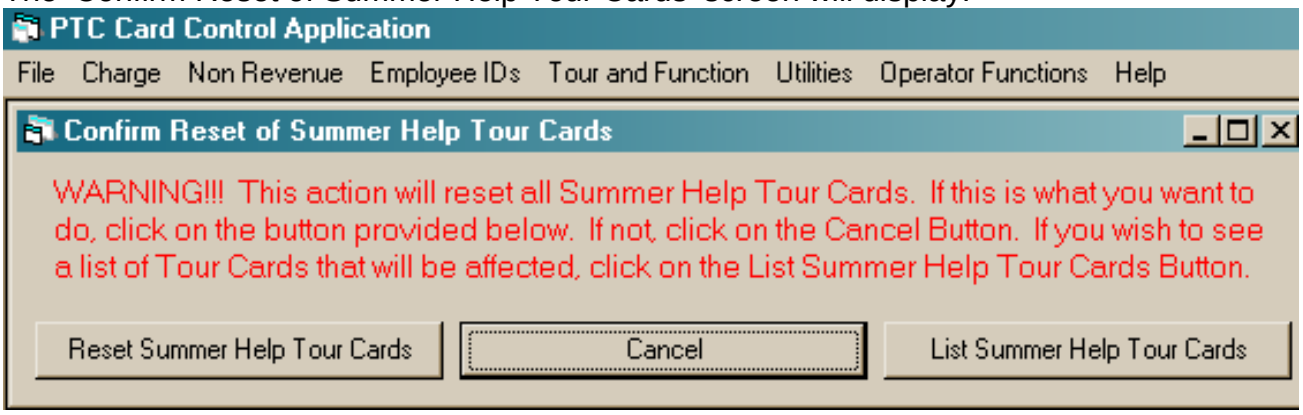
Assign Summer Help Cards
Unassigned Summer Help Tour Cards
Acct # | Seq # | Chk | Card Holder | Loc | Issue Date | First Name | MI | Last Name | Personnel #
88269 | 00118 | 5 | B.B.GREEN | FC2 | 1/11/2011 | BRANDI | B | GREEN | 5689
88271 | 00122 | 5

9.4. Reset Summer Help Cards

From the main menu choose the 'Tour and Function' option.
Choose the 'Reset Summer Help Tour Cards' option from the sub-menu.



The 'Confirm Reset of Summer Help Tour Cards' screen will display.


PTC Card Control Application
File
Charge
Non Revenue
Employee IDs
Tour and Function
Utilities
Operator Functions
Help
Confirm Reset of Summer Help Tour Cards
WARNING!!! This action will reset all Summer Help Tour Cards. If this is what you want to do, click on the button provided below. If not, click on the Cancel Button. If you wish to see a list of Tour Cards that will be affected, click on the List Summer Help Tour Cards Button.
Reset Summer Help Tour Cards
Cancel
List Summer Help Tour Cards

You will have three options.

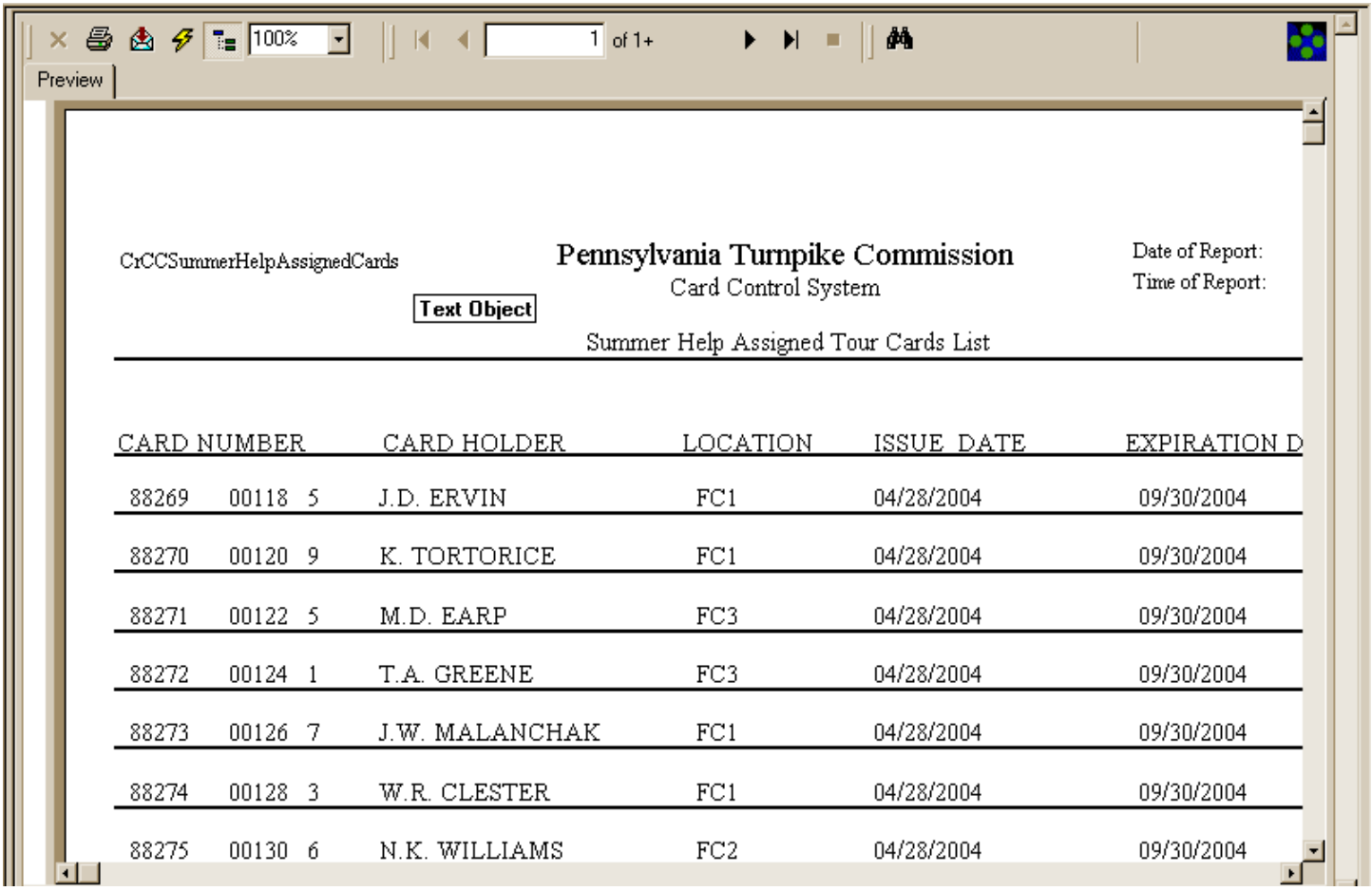
9.4.1. Reset Summer Help Tour Cards

Make absolutely sure you want to choose this option before selecting it!

For all cards designated as Summer Tour cards, this function will remove the 'card holder' name, social security, location and issue date.

9.4.2. List Summer Help Tour Cards (CrCCSummerHelpAssignedCards)

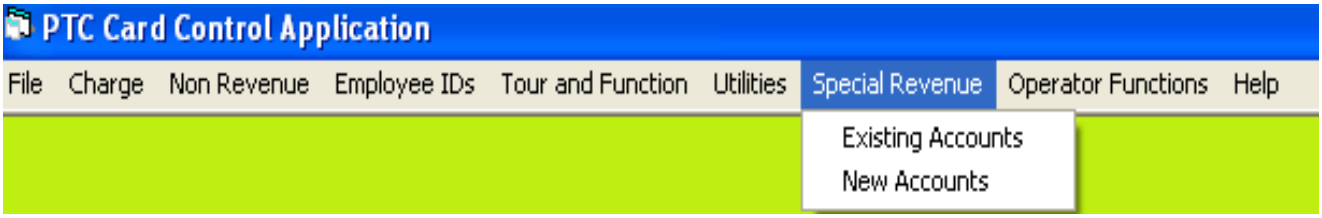
This report produces a report listing those Summer Help Tour cards which have been assigned a 'card holder' name and marked as VALID.


100%
1 of 1+
Preview
CrCCSummerHelpAssignedCards
Text Object
Pennsylvania Turnpike Commission
Card Control System
Summer Help Assigned Tour Cards List
Date of Report:
Time of Report:
CARD NUMBER
CARD HOLDER
LOCATION
ISSUE DATE
EXPIRATION D
88269 00118 5 J.D. ERVIN FC1 04/28/2004 09/30/2004
88270 00120 9 K. TORTORICE FC1 04/28/2004 09/30/2004
88271 00122 5 M.D. EARP FC3 04/28/2004 09/30/2004
88272 00124 1 T.A. GREENE FC3 04/28/2004 09/30/2004
88273 00126 7 J.W. MALANCHAK FC1 04/28/2004 09/30/2004
88274 00128 3 W.R. CLESTER FC1 04/28/2004 09/30/2004
88275 00130 6 N.K. WILLIAMS FC2 04/28/2004 09/30/2004

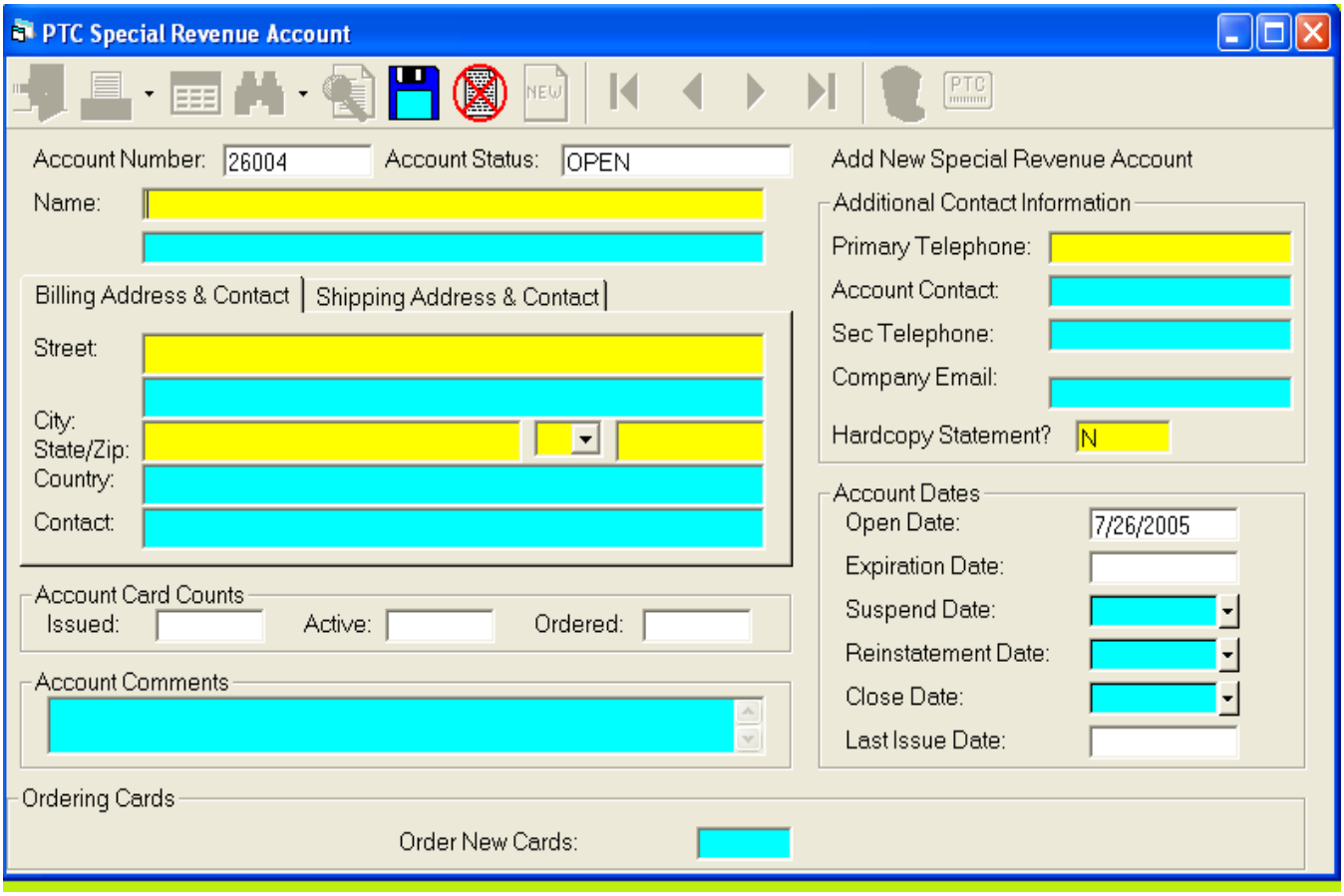
10. Special Revenue

10.1. Create a New Special Revenue Account

From the menu item select 'Special Revenue'. From the submenu select item 'New Account'.



This will display the 'PTC Special Revenue Account' screen.



10.1.1. Provided Data

As you can see the next available Account number in the system is provided for you, along with Account Status (which will always be OPEN when opening a new account), and the Open Date will be set to the current date.

10.1.2. Entering Data

10.1.2.1. Field Highlights

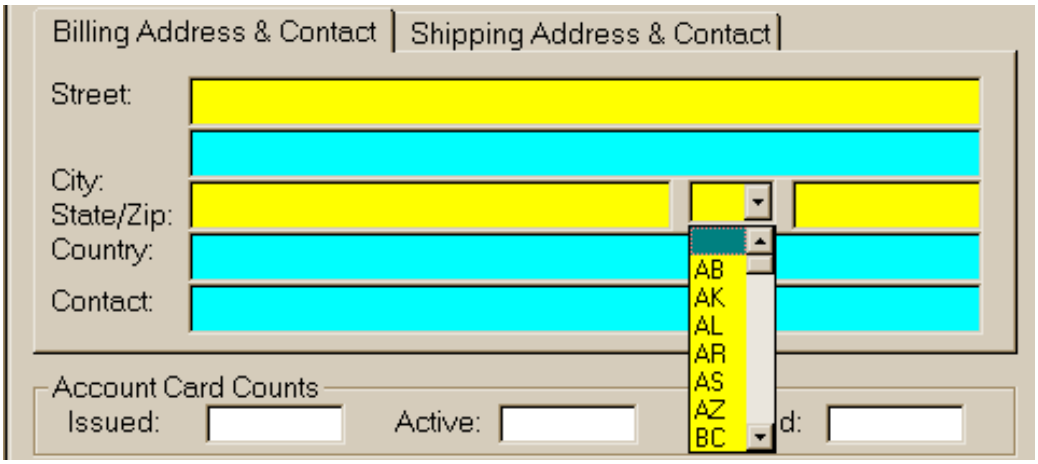
As with all the screens in this application:

- All white fields cannot be edited.
- You must provide information in all yellow fields. If you forget any of the yellow fields and try to save you will see an error message.
- All blue fields are optional. You will still be able to save the new account without providing information in the blue fields.

An arrow next to fields like the state or the date fields, indicate that options will be provided for you.

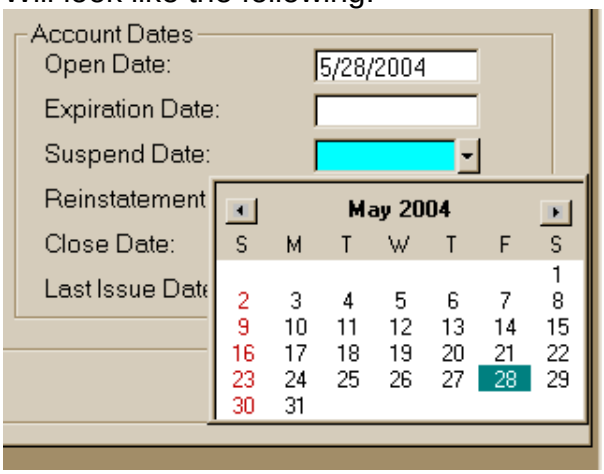
10.1.2.2. State Field Drop Down Boxes

For the state field, selecting the arrow box will show a list of States and Canadian providences you may choose from.



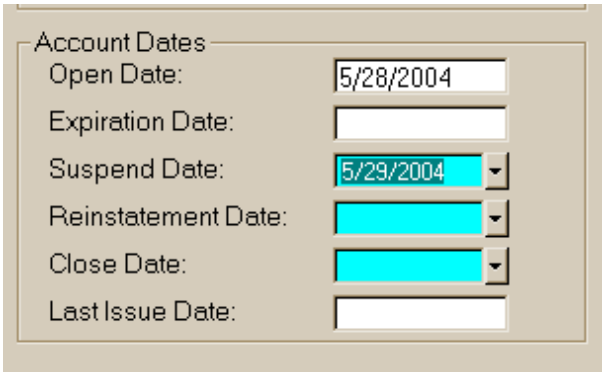
10.1.2.3. Date Field Drop Down Boxes

Will look like the following:



You may select different months by navigating with the left and right arrow buttons.

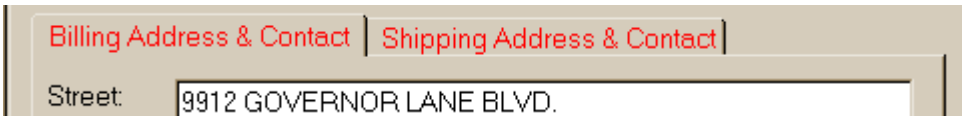
When you've reached the correct month, click on the appropriate day, and the date will be added for you to the date field.

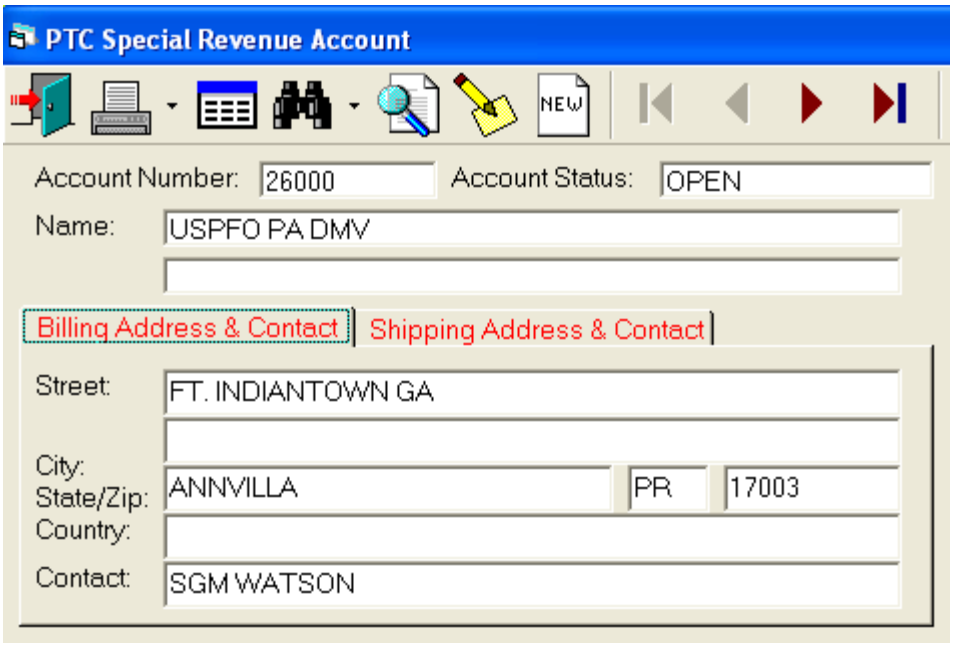


10.1.2.4. Shipping Address and Contact

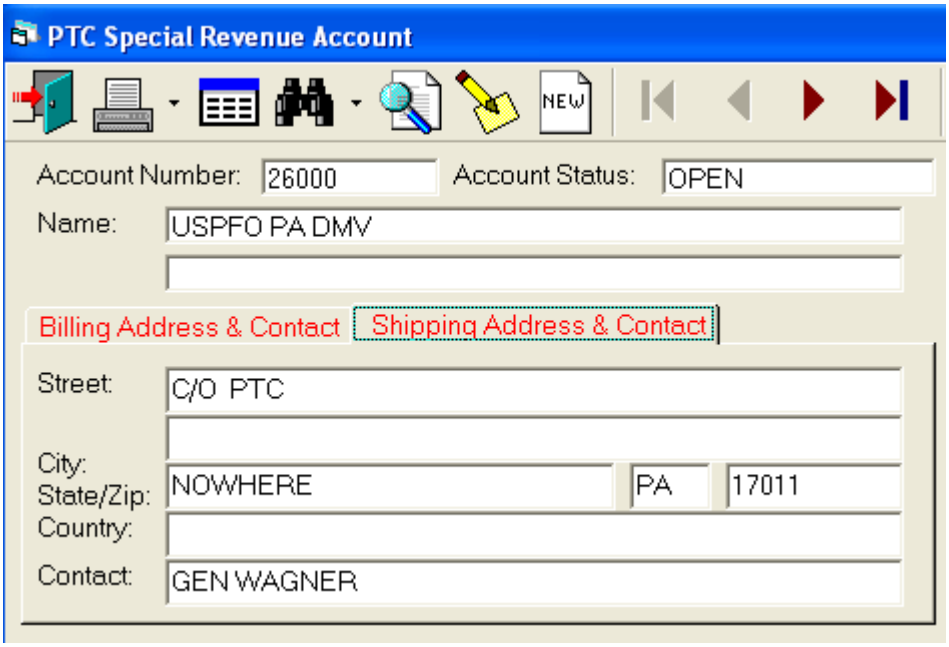
If there is no data entered in the shipping address or contact fields the address tabs will display in **black**.

If there is data entered in the shipping address or contact fields the address tabs will display in **red**.





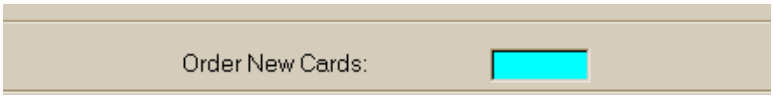
To switch to the shipping address and contact information click on the tab.



Note: While scrolling through accounts, the system defaults to display Billing address and contact information. You must select the shipping tab to see its information.

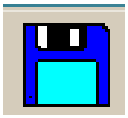
10.1.2.5. Ordering Cards with New Account

To order cards for a new account enter the amount in the 'Order New Cards' field.



10.1.3. Save New Account

To save the new account select the save icon.



10.1.4. Cancel New Account

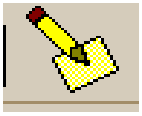
To cancel the addition of the new account, select the cancel button.

If you added or changed any data, you will then be asked to confirm your request to cancel.

Click the Yes button if you wish to cancel.
If you did not change any data, the screen will close for the account you had opened and you will see an account in View Mode.

10.2. Update Special Revenue Account Information

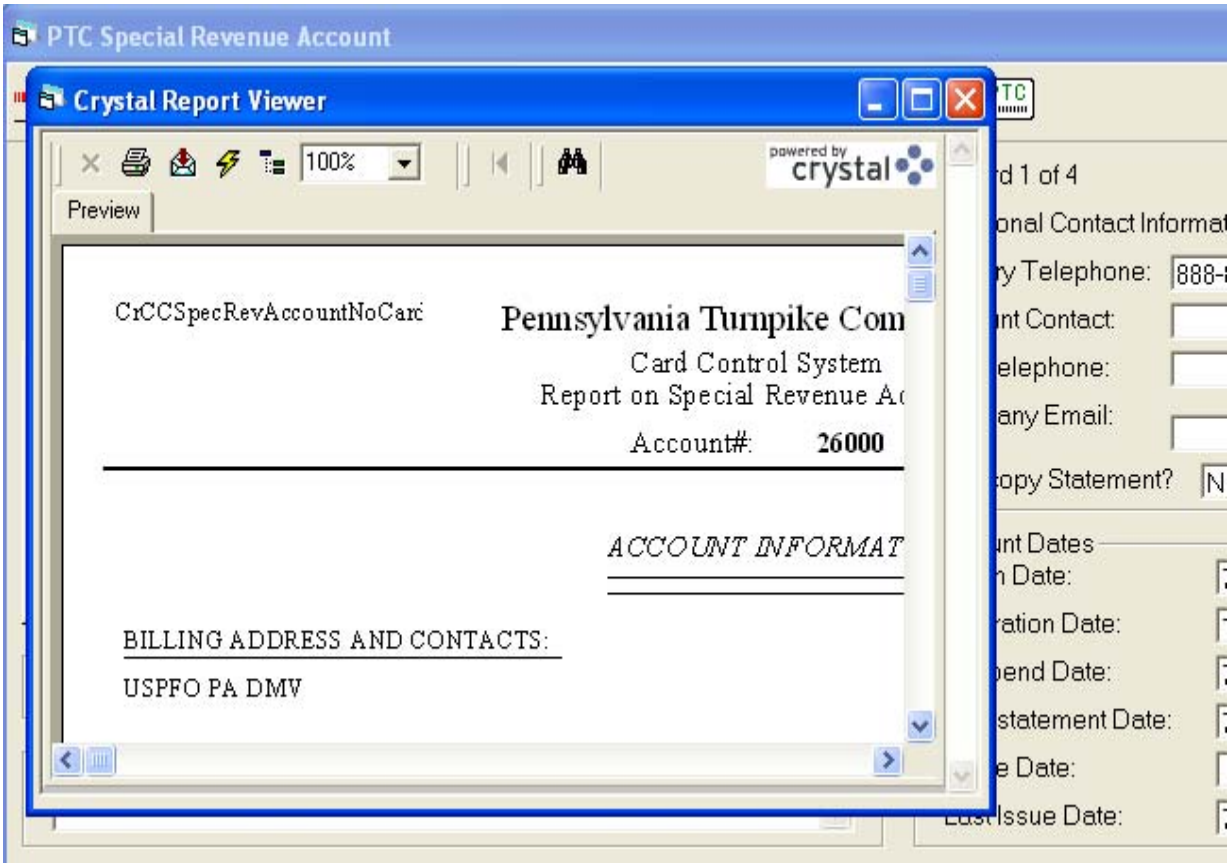
To update a Special Revenue Account once you have performed a Find on the account (See Section 4.3), click the Edit button.



The 'PTC Special Revenue Account' screen will open in edit mode. (You will know you are in edit mode because some of the fields will be yellow and other blue. View mode shows all fields with a white background only.)

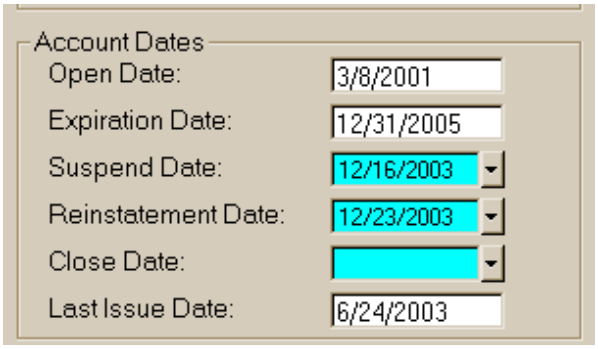
10.2.1. Automated Report (CrCCSpecRevAccountNoCards)

Once you click the Save button after your changes a report will display automatically in the Crystal Report Viewer.



10.2.2. Close a Special Revenue Account

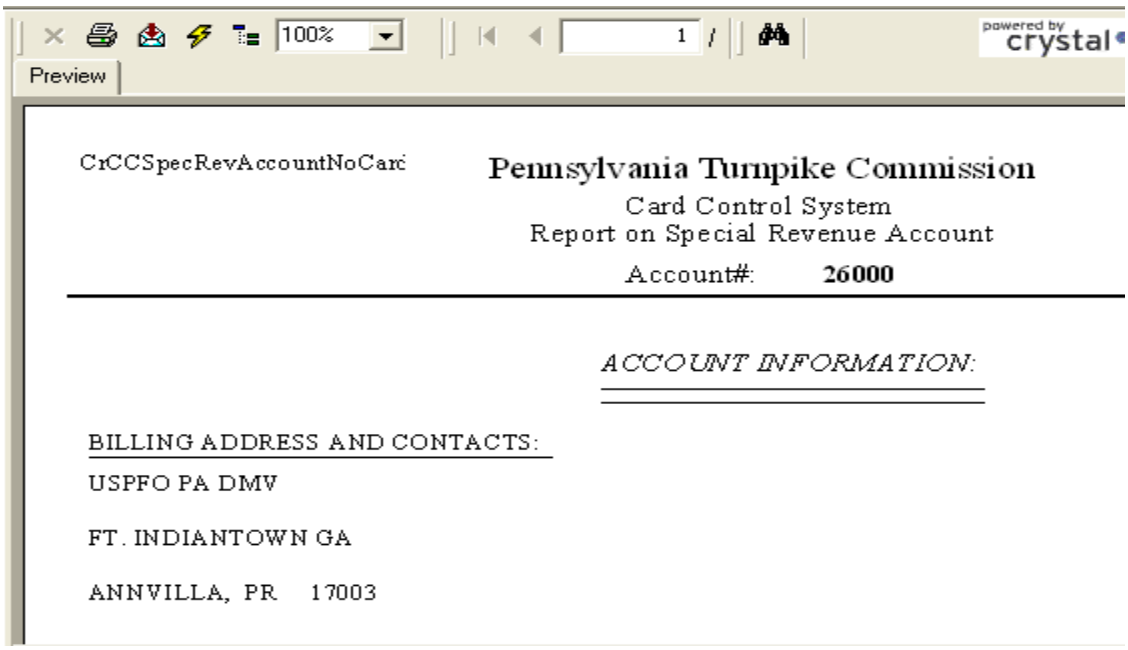
Find the account you wish to close. Select the edit button.
Change the close date on the account.



Click the Save button to save changes or

click the Cancel button.

Since you've made changes to the data the following report will automatically display and be prepared for printing:



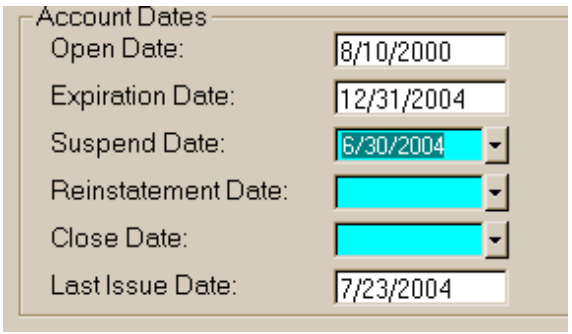
To print the report click the printer icon

or click the X in the upper right hand corner of the screen to close the Crystal Report viewer if you don't wish to print the report.

Once you've closed the Crystal report viewer you will see the account you closed displayed in view mode.

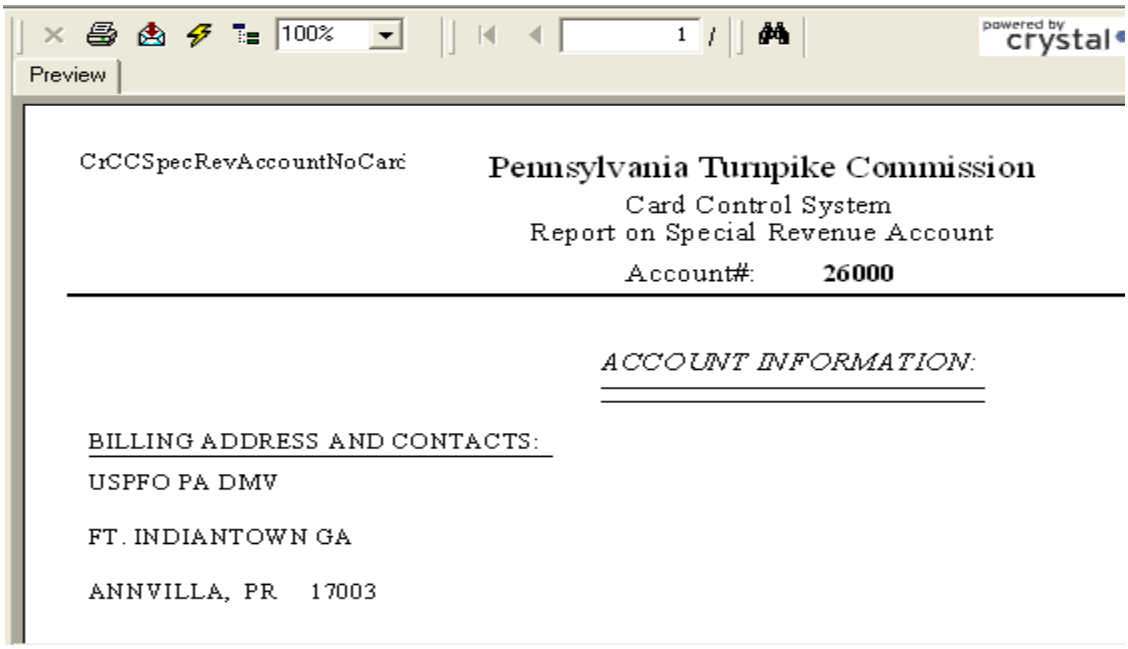
10.2.3. Suspend a Special Revenue Account

Find the account you wish to close. Select the edit button.
Change the suspend date on the account with a status of 'OPEN'.



Click the Save button to save changes

Since you've made changes to the data the following report will automatically display and be prepared for printing:



To print the report click the printer icon

or click the X in the upper right hand corner of the screen to close the Crystal Report viewer if you don't wish to print the report.

Once you've closed the Crystal report viewer you will see the account you closed displayed in view mode.

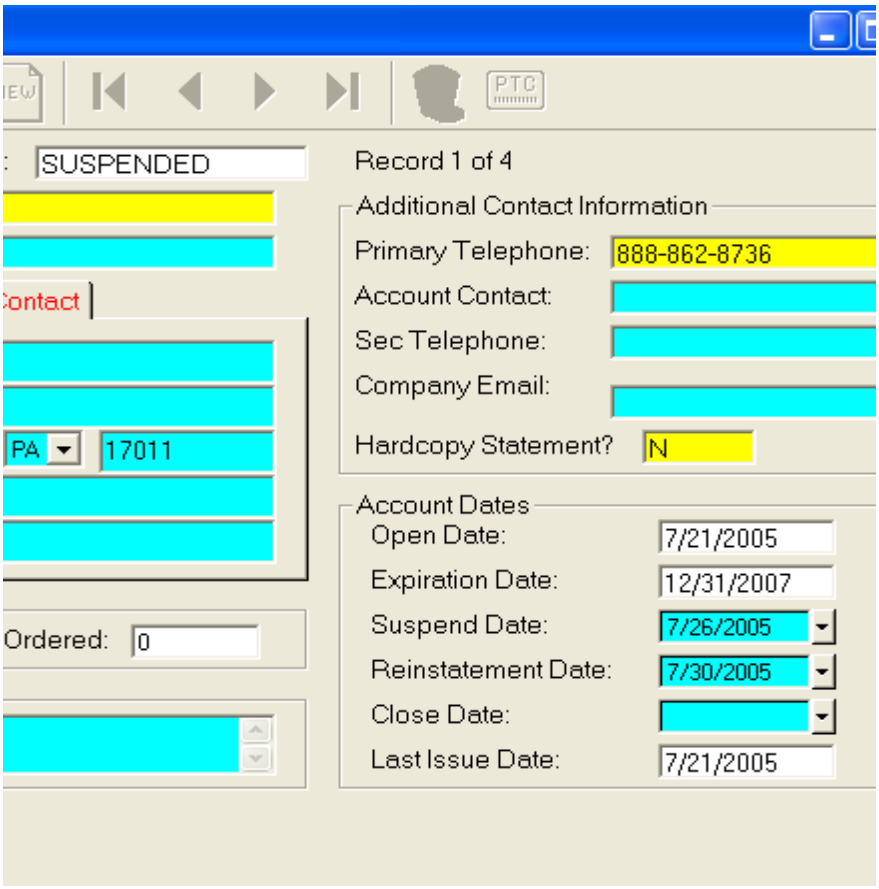
You will see the account status information has changed to 'SUSPENDED'.

Or if you don't wish to save, then click the Cancel button.

10.2.4. Reinstate a Special Revenue Account

Find the account you wish to reinstate. Select the edit button. Change the reinstate date on the account.

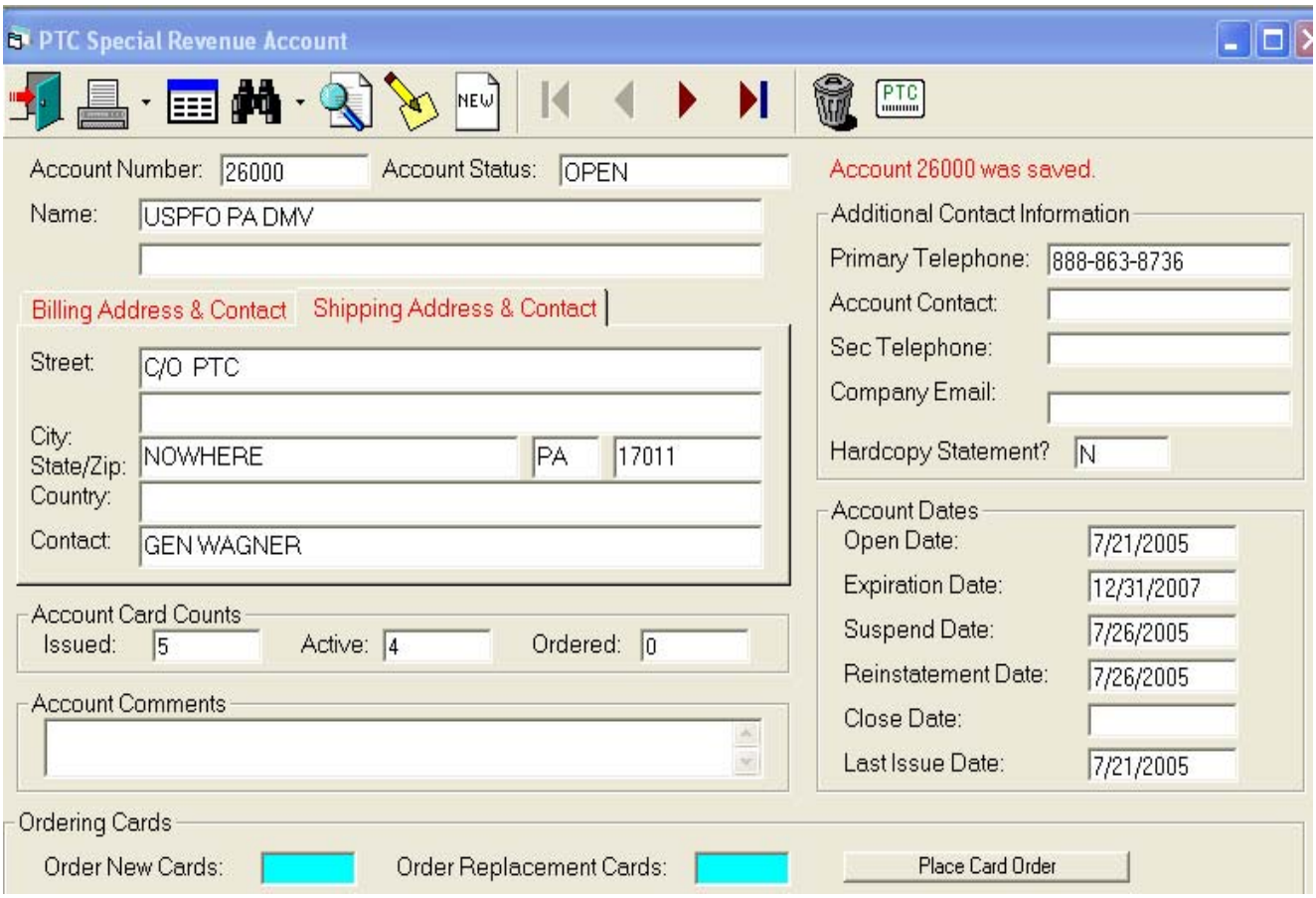
Note: The reinstate date will need to be greater than the suspend date and less than the expiration date for the account to attain 'OPEN' status again.



Click the Save button to save changes or

You will see a message that the changes were saved:

Also, the status should then have changed to 'OPEN'



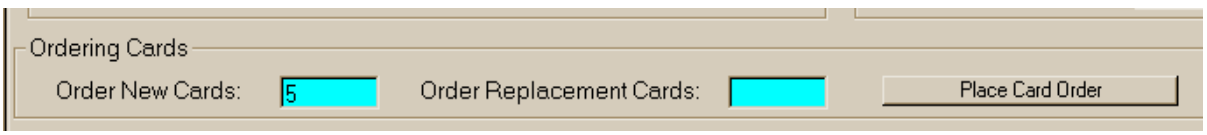
10.3. Special Revenue Cards

10.3.1. Order New Cards

Sometimes an existing account will request cards in addition to those requested when the account was created or after they've requested replacement cards. To order additional cards for an account:

Select 'Special Revenue' from the main menu.
Select 'Existing accounts' from the sub menu.
Find the account you wish to order cards for.

At the bottom of the Account screen you will see under 'Ordering Cards' a blue highlighted box next to 'Order New Cards'. This is where you want to enter the amount of cards being requested by the customer.

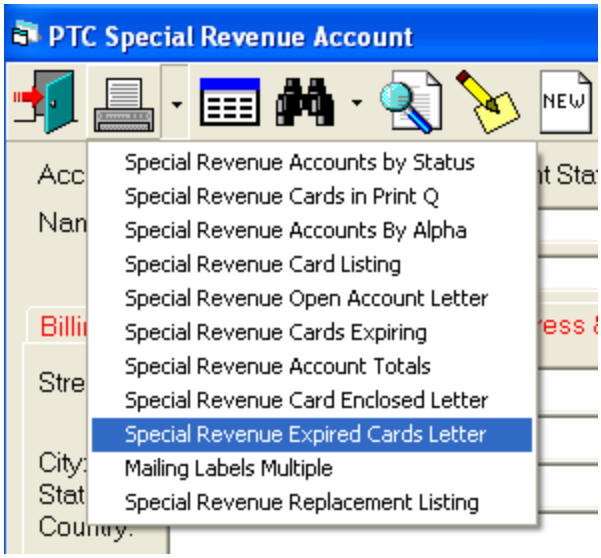


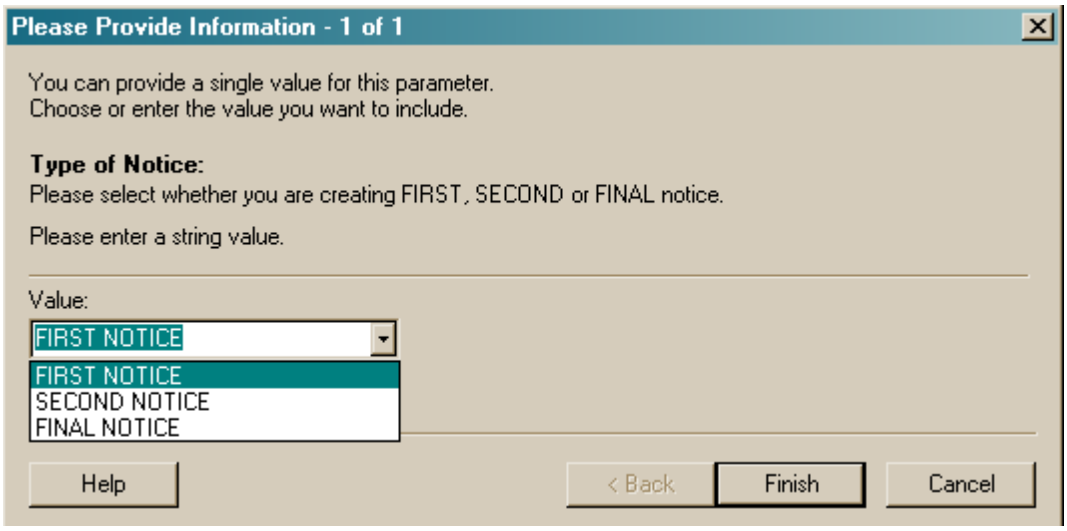
Next click the 'Place Card Order' button.
You will then see a message that the cards have been ordered, similar to the following in the upper right hand corner of the account screen:

10.3.2. Order Replacement Cards

10.3.2.1. Replacement Letter

(See also section 6.2.1.14).
Around May of each year letters go out to customers informing them that their PTC Charge cards are to expire on December 31st of that year. These letters are mass produced and can be run by opening the Special Revenue menu and then Existing Accounts. Select the arrow next to the Print button. Select 'Special Revenue Expired Cards Letter'.

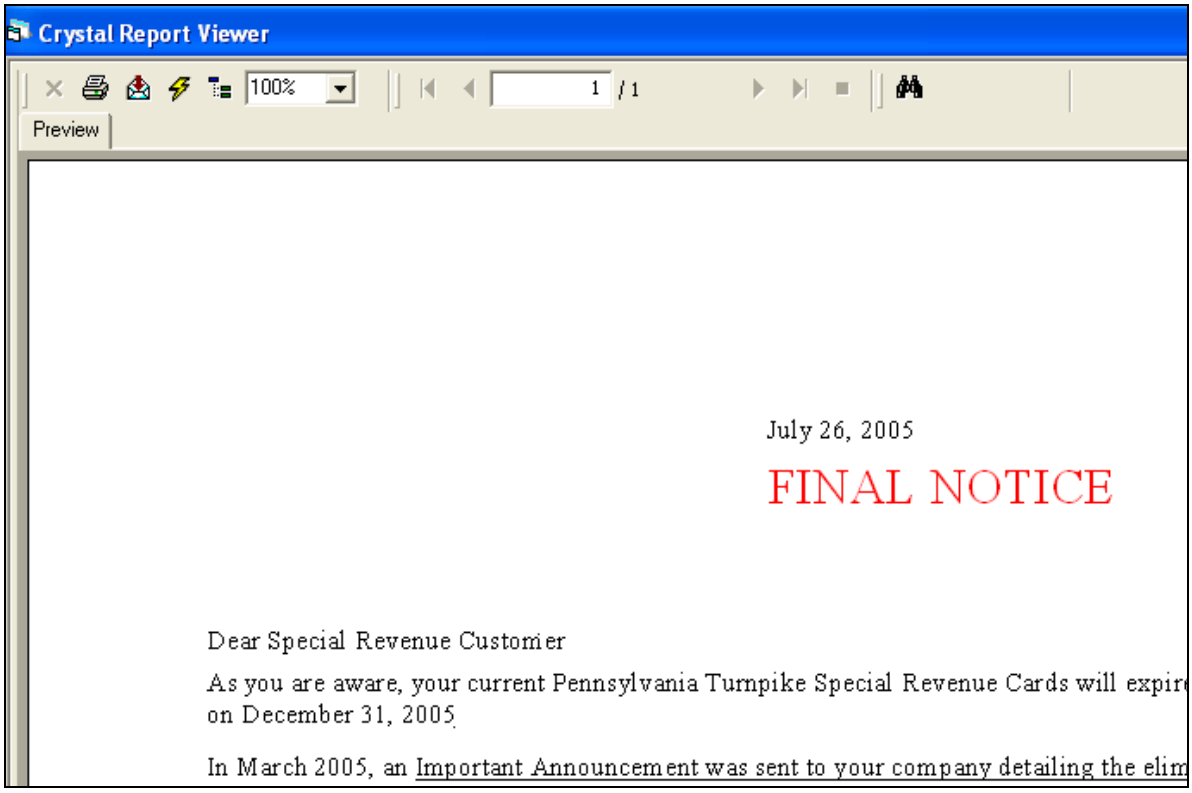

PTC Special Revenue Account
NEW
Special Revenue Accounts by Status
Special Revenue Cards in Print Q
Special Revenue Accounts By Alpha
Special Revenue Card Listing
Special Revenue Open Account Letter
Special Revenue Cards Expiring
Special Revenue Account Totals
Special Revenue Card Enclosed Letter
Special Revenue Expired Cards Letter
Mailing Labels Multiple
Special Revenue Replacement Listing



You will then be prompted for the type of notice. The first time you send the company this letter you will choose 'FIRST NOTICE', the second time you send this notice you will choose 'SECOND NOTICE' and the third time you will choose 'FINAL NOTICE'.

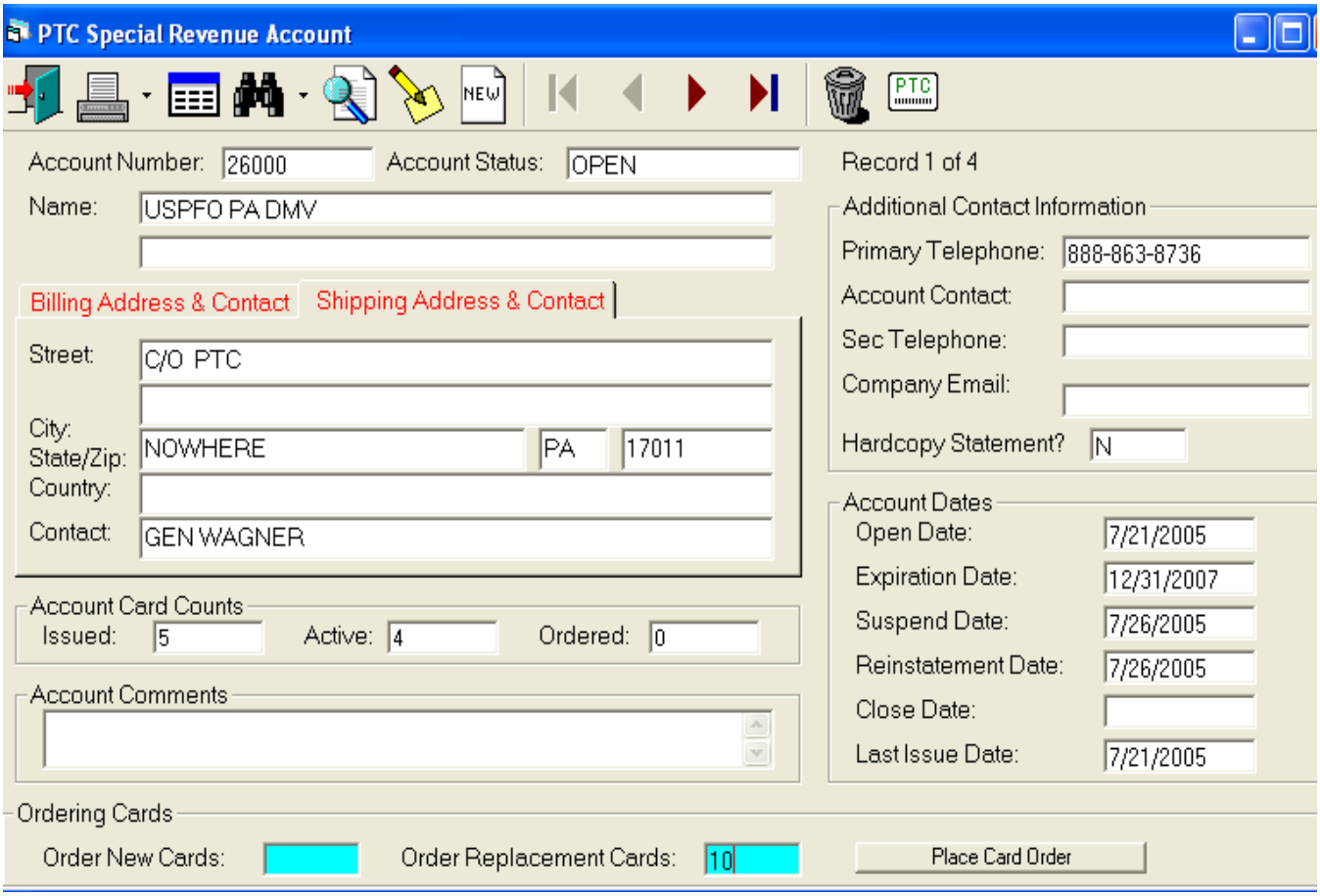
Click the Finish button.

Note: If you chose 'FIRST NOTICE' no message will appear under the date on the report, but if you chose one of the other options you will see in red large text, SECOND NOTICE' or 'FINAL NOTICE' accordingly.


Crystal Report Viewer
100%
1 / 1
Preview
July 26, 2005
FINAL NOTICE
Dear Special Revenue Customer
As you are aware, your current Pennsylvania Turnpike Special Revenue Cards will expir
on December 31, 2005
In March 2005, an Important Announcement was sent to your company detailing the elim

10.3.2.2. Place an Order for Replacement Cards

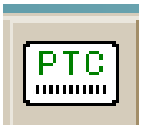
When the customers return the Replacement Cards Letter, you will be able to order replacement cards for that account. Find the account (See section 4.1).



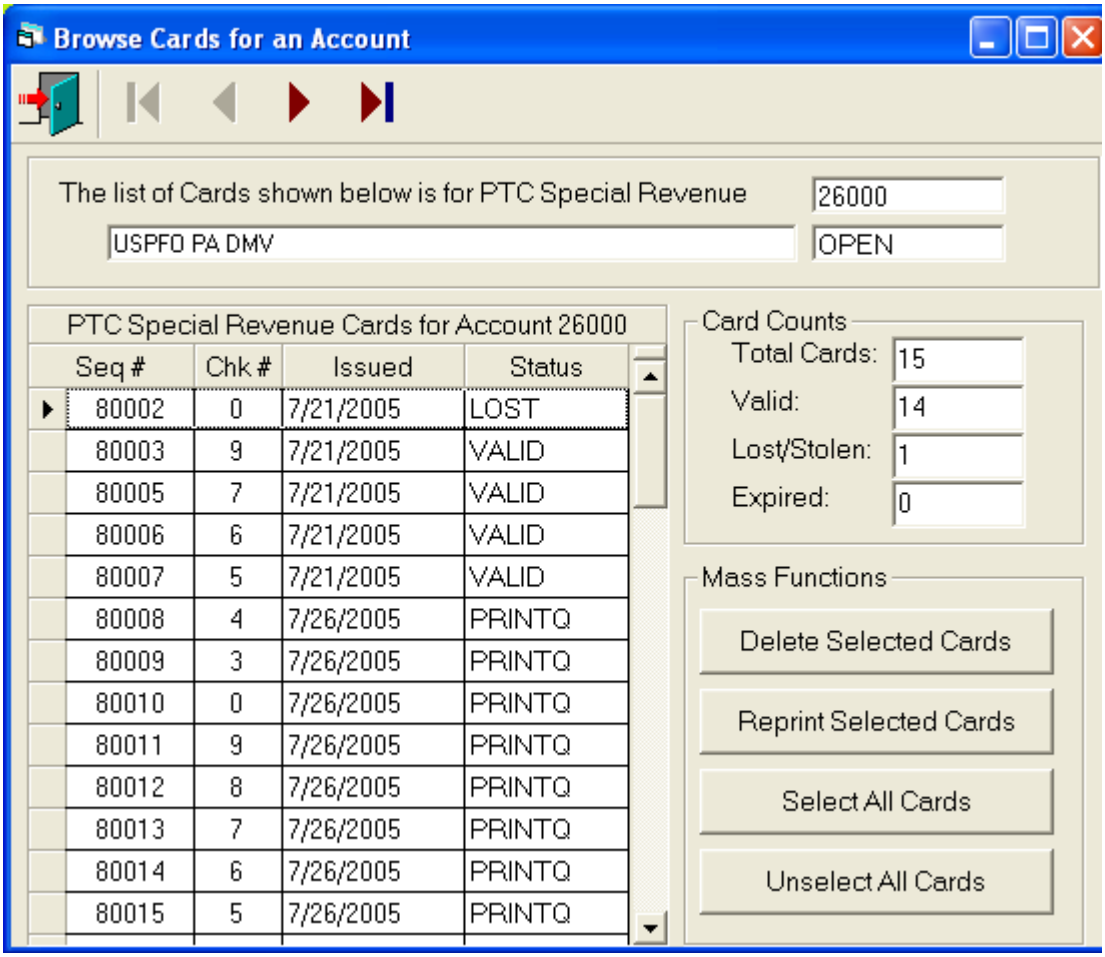
Enter the number of cards they want in the 'Order Replacement Cards' field. Click the 'Place Card Order' button.

10.3.3. Delete Cards

To remove cards from an account, select the cards button.

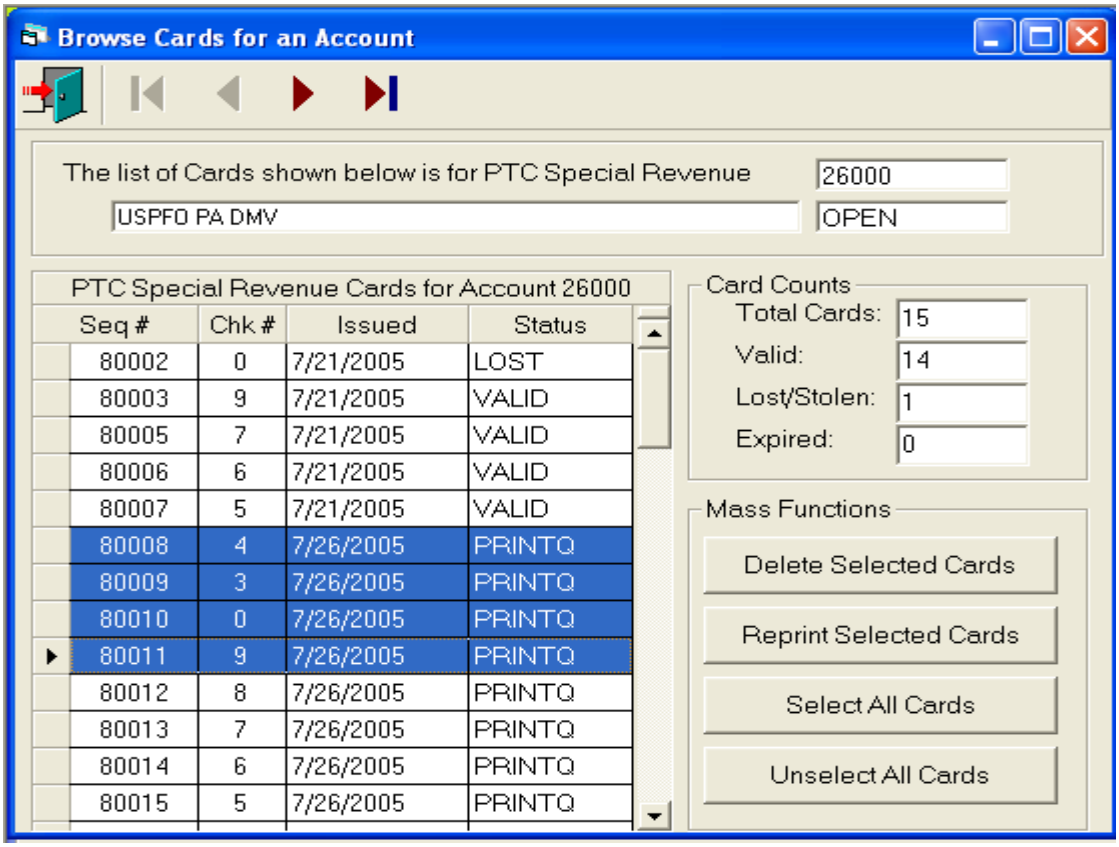


The 'Browse Cards for an Account' screen will display the cards for that account.

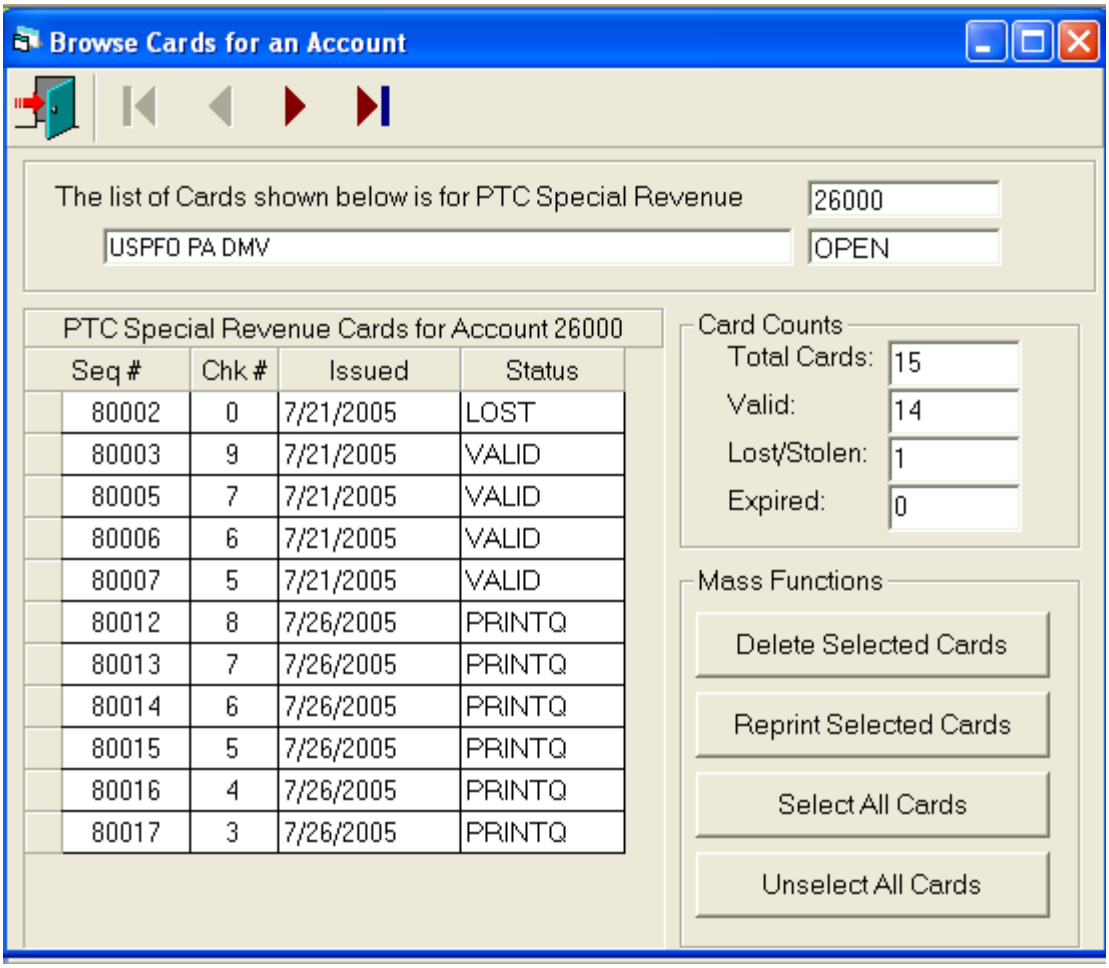

Browse Cards for an Account
The list of Cards shown below is for PTC Special Revenue
26000
USPFO PA DMV
OPEN
PTC Special Revenue Cards for Account 26000
Seq # | Chk # | Issued | Status
80002 | 0 | 7/21/2005 | LOST
80003 | 9 | 7/21/2005 | VALID
80005 | 7 | 7/21/2005 | VALID
80006 | 6 | 7/21/2005 | VALID
80007 | 5 | 7/21/2005 | VALID
80008 | 4 | 7/26/2005 | PRINTQ
80009 | 3 | 7/26/2005 | PRINTQ
80010 | 0 | 7/26/2005 | PRINTQ
80011 | 9 | 7/26/2005 | PRINTQ
80012 | 8 | 7/26/2005 | PRINTQ
80013 | 7 | 7/26/2005 | PRINTQ
80014 | 6 | 7/26/2005 | PRINTQ
80015 | 5 | 7/26/2005 | PRINTQ
Card Counts
Total Cards: 15
Valid: 14
Lost/Stolen: 1
Expired: 0
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

10.3.3.1. Delete by Selection

Select the cards you wish to delete by clicking and dragging on the blocks found to the left of the sequence numbers of the cards.


Browse Cards for an Account
The list of Cards shown below is for PTC Special Revenue
26000
USPFO PA DMV
OPEN
PTC Special Revenue Cards for Account 26000
Seq # | Chk # | Issued | Status
80002 | 0 | 7/21/2005 | LOST
80003 | 9 | 7/21/2005 | VALID
80005 | 7 | 7/21/2005 | VALID
80006 | 6 | 7/21/2005 | VALID
80007 | 5 | 7/21/2005 | VALID
80008 | 4 | 7/26/2005 | PRINTQ
80009 | 3 | 7/26/2005 | PRINTQ
80010 | 0 | 7/26/2005 | PRINTQ
80011 | 9 | 7/26/2005 | PRINTQ
80012 | 8 | 7/26/2005 | PRINTQ
80013 | 7 | 7/26/2005 | PRINTQ
80014 | 6 | 7/26/2005 | PRINTQ
80015 | 5 | 7/26/2005 | PRINTQ
Card Counts
Total Cards: 15
Valid: 14
Lost/Stolen: 1
Expired: 0
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

Click on the 'Delete Selected Cards' button.


Browse Cards for an Account
The list of Cards shown below is for PTC Special Revenue
26000
USPFO PA DMV
OPEN
PTC Special Revenue Cards for Account 26000
Seq # | Chk # | Issued | Status
80002 | 0 | 7/21/2005 | LOST
80003 | 9 | 7/21/2005 | VALID
80005 | 7 | 7/21/2005 | VALID
80006 | 6 | 7/21/2005 | VALID
80007 | 5 | 7/21/2005 | VALID
80012 | 8 | 7/26/2005 | PRINTQ
80013 | 7 | 7/26/2005 | PRINTQ
80014 | 6 | 7/26/2005 | PRINTQ
80015 | 5 | 7/26/2005 | PRINTQ
80016 | 4 | 7/26/2005 | PRINTQ
80017 | 3 | 7/26/2005 | PRINTQ
Card Counts
Total Cards: 15
Valid: 14
Lost/Stolen: 1
Expired: 0
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

You will see that the cards have been removed from the list (and the system).

10.3.3.2. Delete by Selecting All

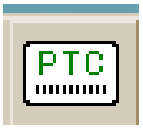
Note: Remember this option removes **all** cards for the selected Account.

Click the 'Select All Cards' button.

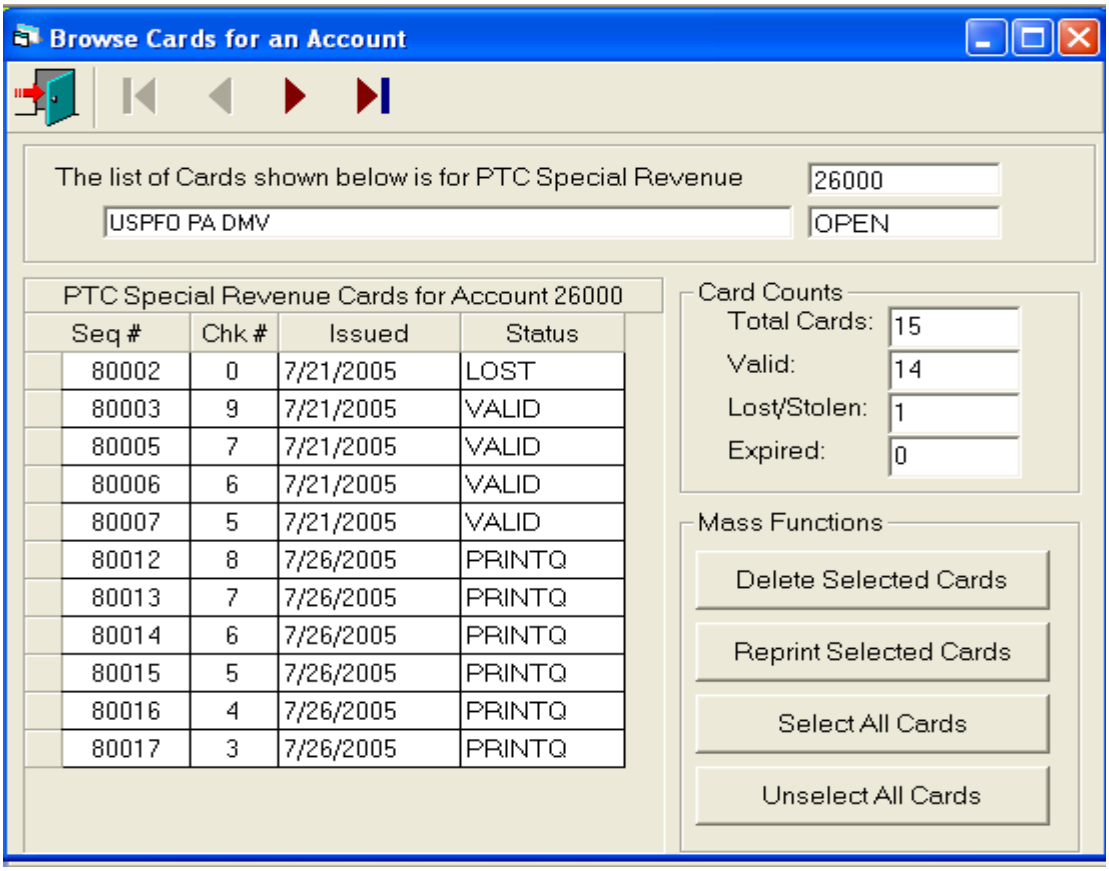
Click the 'Delete Selected Cards' button.

10.3.4. Reprint Cards

To reprint cards from an account, select the cards button.

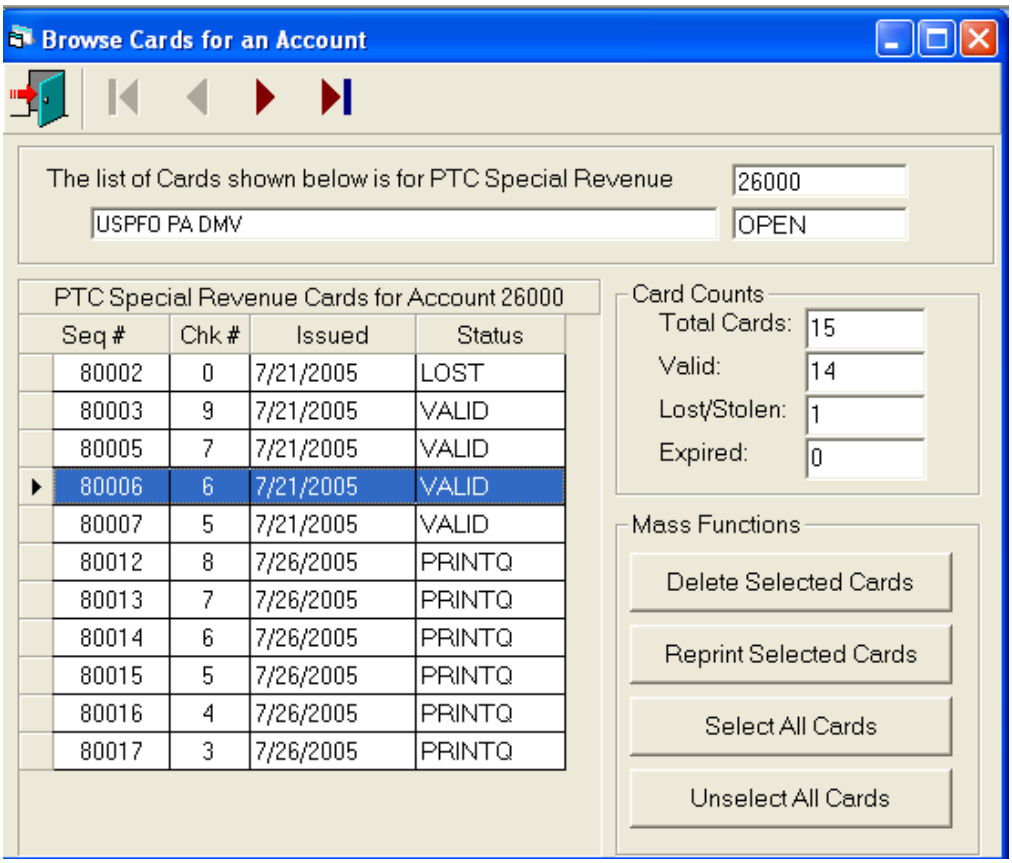


The 'Browse Cards for an Account' screen will display the cards for that account.

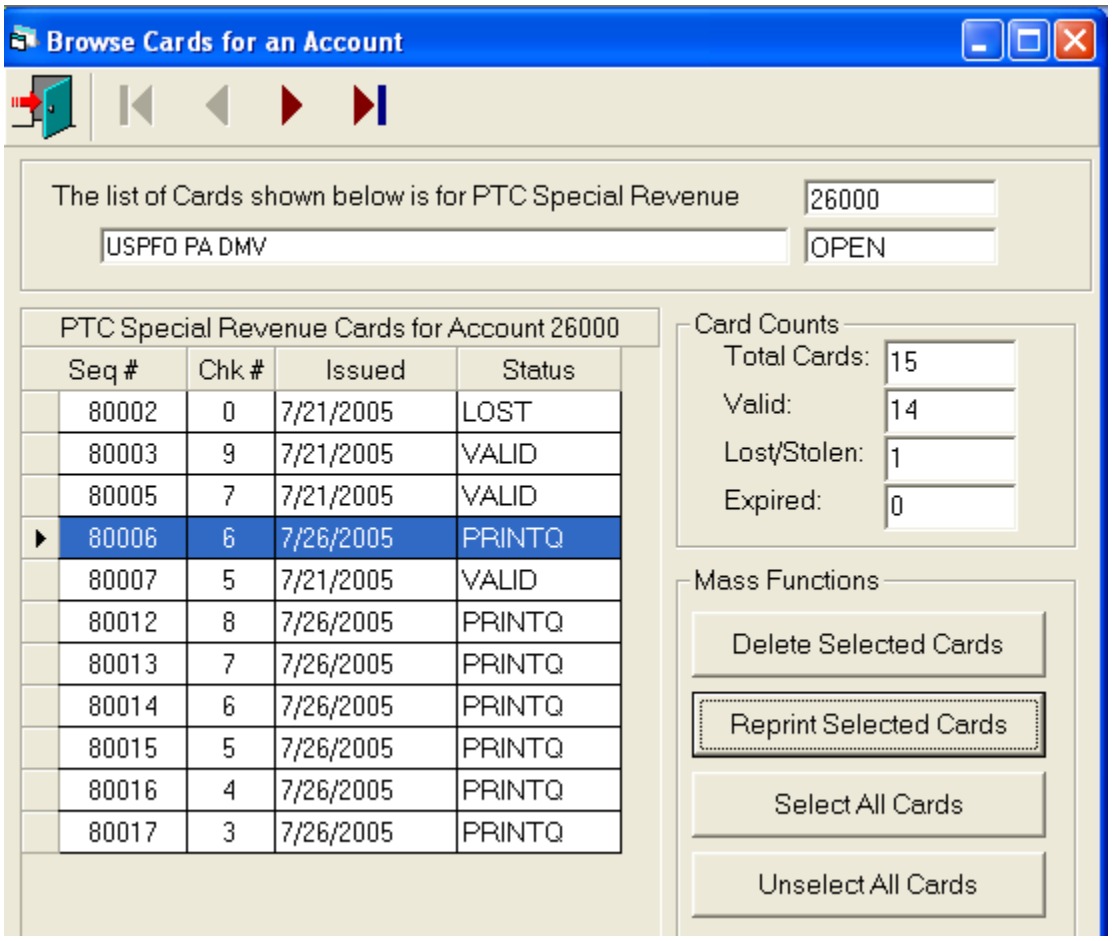

Browse Cards for an Account
The list of Cards shown below is for PTC Special Revenue
26000
USPFO PA DMV
OPEN
PTC Special Revenue Cards for Account 26000
Seq # | Chk # | Issued | Status
80002 | 0 | 7/21/2005 | LOST
80003 | 9 | 7/21/2005 | VALID
80005 | 7 | 7/21/2005 | VALID
80006 | 6 | 7/21/2005 | VALID
80007 | 5 | 7/21/2005 | VALID
80012 | 8 | 7/26/2005 | PRINTQ
80013 | 7 | 7/26/2005 | PRINTQ
80014 | 6 | 7/26/2005 | PRINTQ
80015 | 5 | 7/26/2005 | PRINTQ
80016 | 4 | 7/26/2005 | PRINTQ
80017 | 3 | 7/26/2005 | PRINTQ
Card Counts
Total Cards: 15
Valid: 14
Lost/Stolen: 1
Expired: 0
Mass Functions
Delete Selected Cards
Reprint Selected Cards
Select All Cards
Unselect All Cards

10.3.4.1. Reprint by Selection

Select the cards you wish to reprint by clicking and dragging on the blocks found to the left of the sequence numbers of the cards.



Click the 'Reprint Selected Cards' button.



You will see the status change to 'PRINTQ' for the card(s) selected.

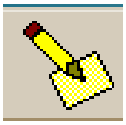
11. Utilities

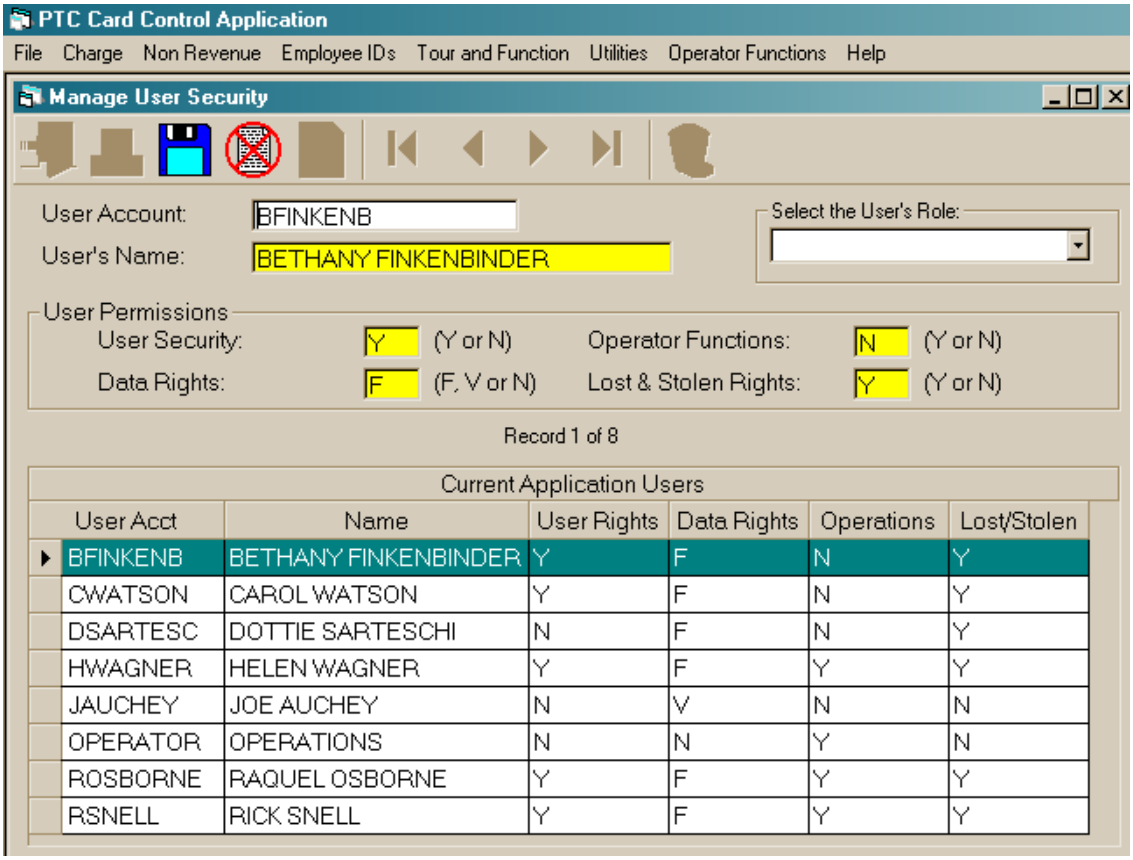
11.1. User Security

The purpose of this utility is to allow the System Administrator (with Supervisor rights) to manage user access rights to the Card Control system.

11.1.1. Edit Security for an Existing User

From the main menu choose the 'Utilities' option.
Choose the 'Manage User Security' option from the sub-menu.
Click on the square to the left of the name you wish to edit.
Select the 'Edit User Account' button.




PTC Card Control Application
File Charge Non Revenue Employee IDs Tour and Function Utilities Operator Functions Help
Manage User Security
User Account: BFINKENB
User's Name: BETHANY FINKENBINDER
Select the User's Role:
User Permissions
User Security: Y (Y or N)
Operator Functions: N (Y or N)
Data Rights: F (F, V or N)
Lost & Stolen Rights: Y (Y or N)
Record 1 of 8
Current Application Users
User Acct | Name | User Rights | Data Rights | Operations | Lost/Stolen
BFINKENB | BETHANY FINKENBINDER | Y | F | N | Y
CWATSON | CAROL WATSON | Y | F | N | Y
DSARTESC | DOTTIE SARTESCHI | N | F | N | Y
HWAGNER | HELEN WAGNER | Y | F | Y | Y
JAUCHEY | JOE AUCHEY | N | V | N | N
OPERATOR | OPERATIONS | N | N | Y | N
ROSBORNE | RAQUEL OSBORNE | Y | F | Y | Y
RSNELL | RICK SNELL | Y | F | Y | Y

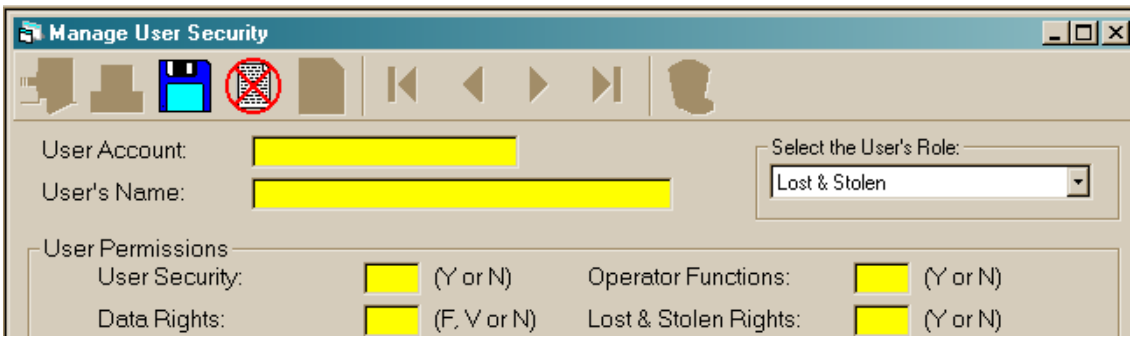
Select the User's Role for the security settings you wish to assign to the user.

11.1.2. Add a new User to Security

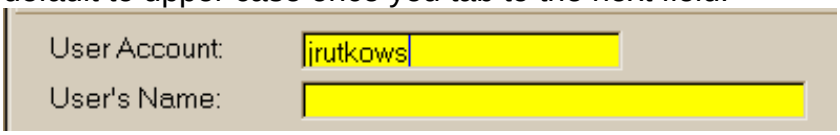
From the main menu choose the 'Utilities' option.
Choose the 'Manage User Security' option from the sub-menu.

Click on the 'New' button.

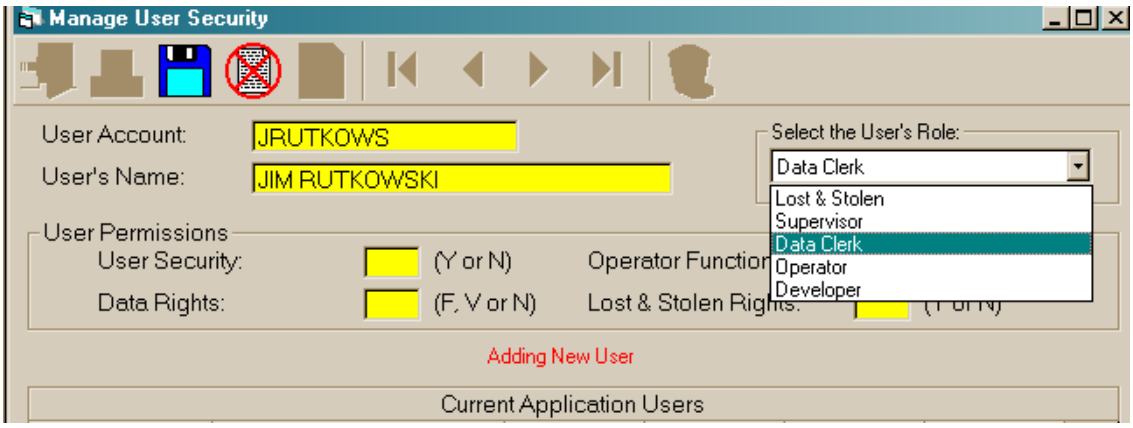
Most of the fields will highlight in yellow and contain no data, with the exception of the 'User's Role' field.



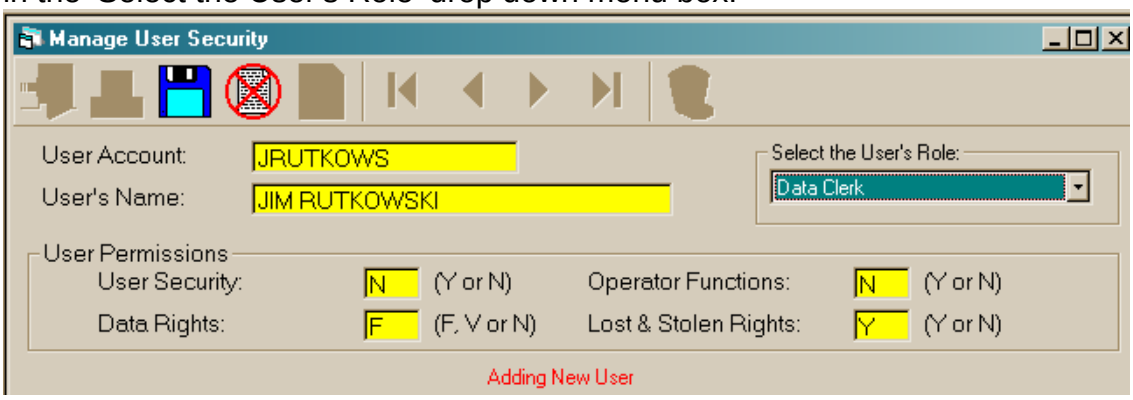
Enter the user's user account using up to 8 characters. This name must match the user's network login ID. You may type upper or lower case letters. The name will default to upper case once you tab to the next field.



Enter the full User's name, first and last name. This entry will default to upper case also.

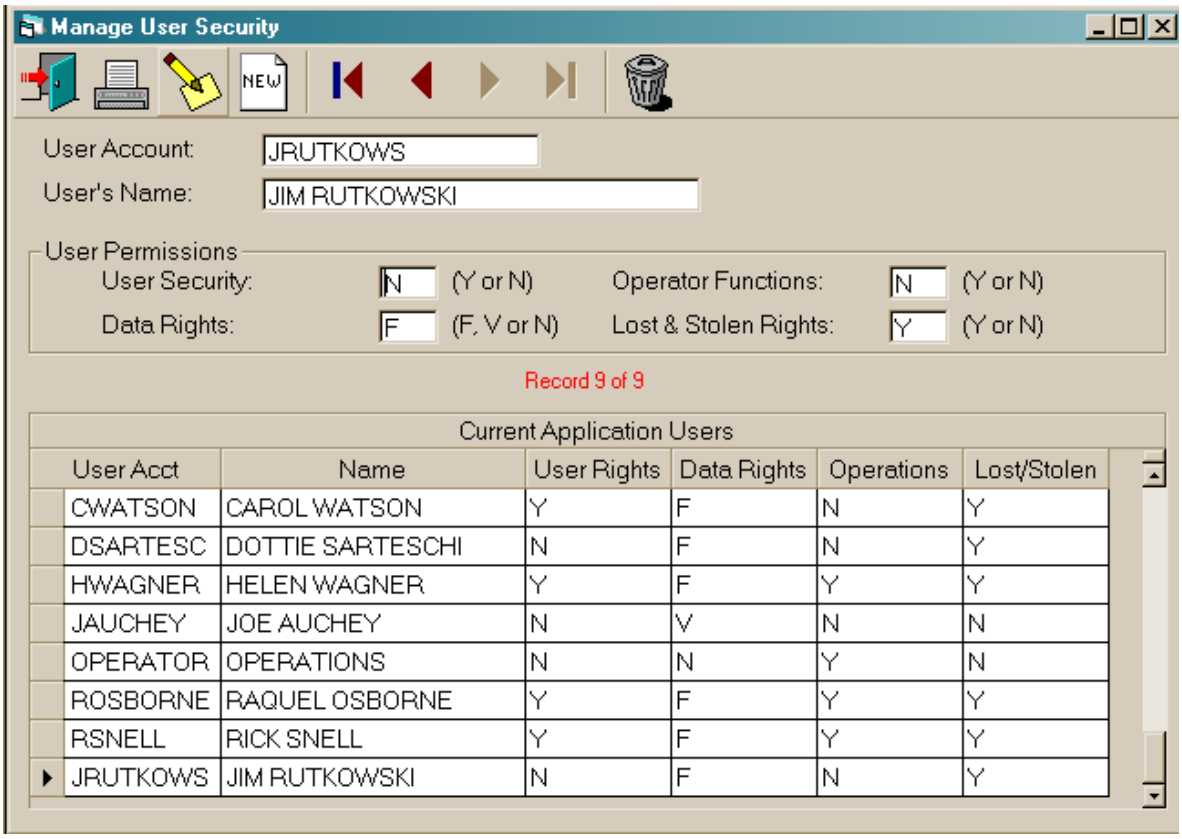


The easiest way to select User Permissions is to click on the arrow to see all the options in the 'Select the User's Role' drop down menu box.



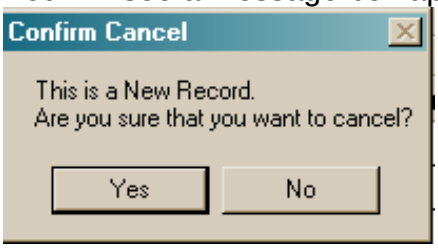
Once you select one of these, the User Permissions fields will fill in automatically.
To save the new employee, click on the Save button.

Once you save you will see the new user added to the list of 'current application users.'


Manage User Security
NEW
User Account: JRUTKOWS
User's Name: JIM RUTKOWSKI
User Permissions
User Security: N (Y or N)
Operator Functions: N (Y or N)
Data Rights: F (F, V or N)
Lost & Stolen Rights: Y (Y or N)
Record 9 of 9
Current Application Users
User Acct | Name | User Rights | Data Rights | Operations | Lost/Stolen
CWATSON | CAROL WATSON | Y | F | N | Y
DSARTESC | DOTTIE SARTESCHI | N | F | N | Y
HWAGNER | HELEN WAGNER | Y | F | Y | Y
JAUCHEY | JOE AUCHEY | N | V | N | N
OPERATOR | OPERATIONS | N | N | Y | N
ROSBORNE | RAQUEL OSBORNE | Y | F | Y | Y
RSNELL | RICK SNELL | Y | F | Y | Y
JRUTKOWS | JIM RUTKOWSKI | N | F | N | Y

To cancel the new employee entry, click on the Cancel button.

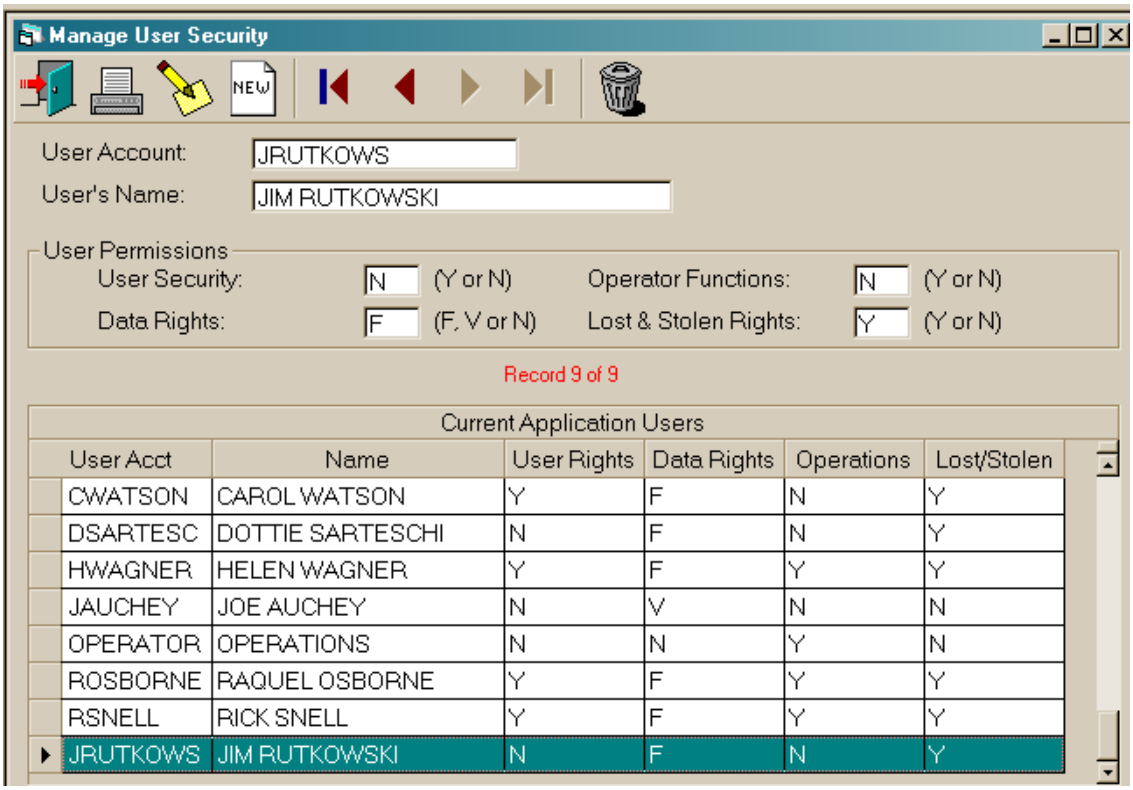
You will see a message box appear asking you to confirm your cancellation.



Click 'Yes' to confirm your cancellation, or No if you wish to go back and edit or save the new entry.

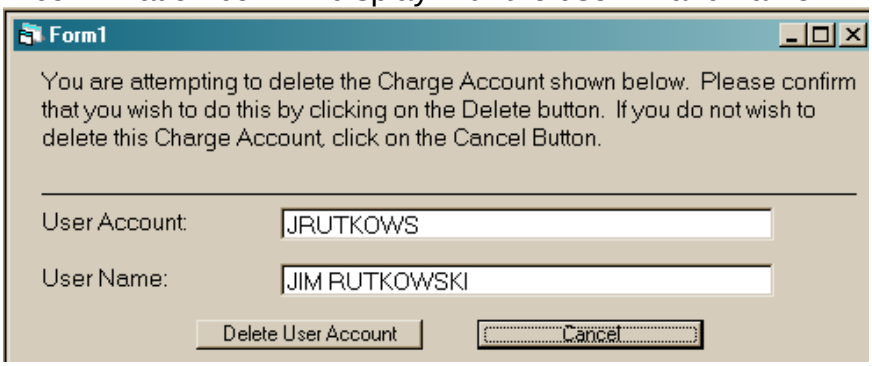
11.1.3. Delete a User from Security

To delete a user from security, click on the box to the left of the user name.


Manage User Security
NEW
User Account: JRUTKOWS
User's Name: JIM RUTKOWSKI
User Permissions
User Security: N (Y or N)
Operator Functions: N (Y or N)
Data Rights: F (F, V or N)
Lost & Stolen Rights: Y (Y or N)
Record 9 of 9
Current Application Users
User Acct | Name | User Rights | Data Rights | Operations | Lost/Stolen
CWATSON | CAROL WATSON | Y | F | N | Y
DSARTESC | DOTTIE SARTESCHI | N | F | N | Y
HWAGNER | HELEN WAGNER | Y | F | Y | Y
JAUCHEY | JOE AUCHEY | N | V | N | N
OPERATOR | OPERATIONS | N | N | Y | N
ROSBORNE | RAQUEL OSBORNE | Y | F | Y | Y
RSNELL | RICK SNELL | Y | F | Y | Y
JRUTKOWS | JIM RUTKOWSKI | N | F | N | Y

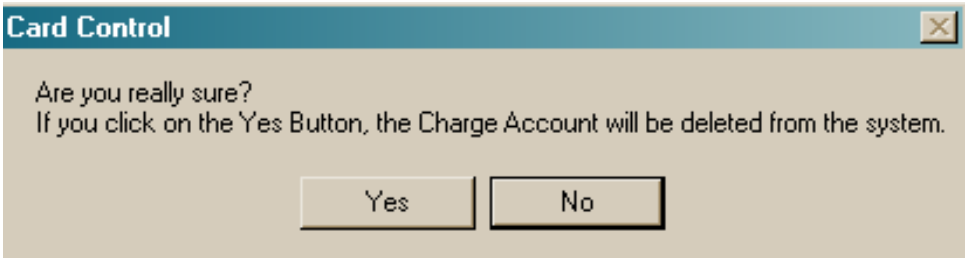
Click on the Delete button (trash can).

A confirmation box will display with the user ID and name.


Form1
You are attempting to delete the Charge Account shown below. Please confirm that you wish to do this by clicking on the Delete button. If you do not wish to delete this Charge Account, click on the Cancel Button.
User Account: JRUTKOWS
User Name: JIM RUTKOWSKI
Delete User Account
Cancel

Click the 'Delete User Account' button if you are sure you wish to delete the user. Click 'Cancel' if you are not sure you wish to delete the user.

Another confirmation box will display asking if you're sure you wish to delete.



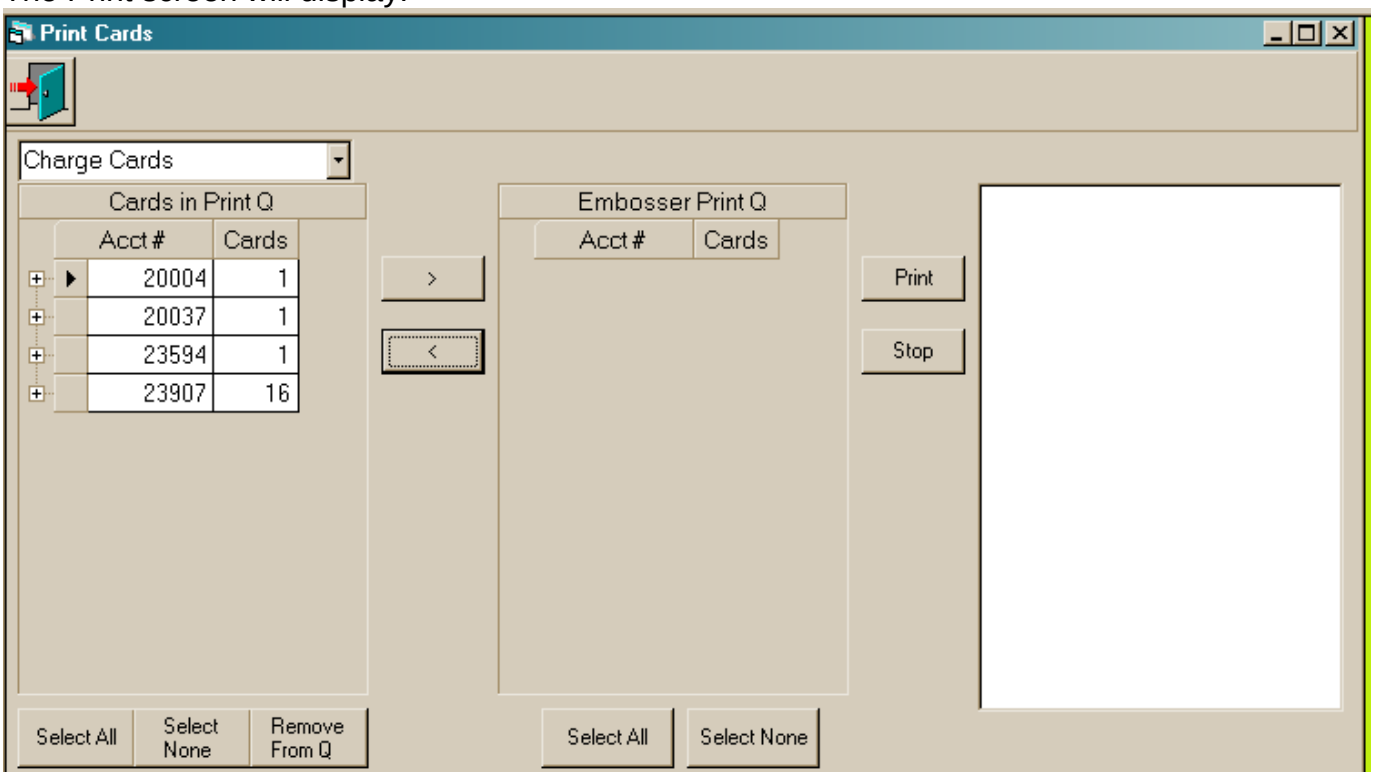
Click Yes to delete or No to cancel.

If you click Yes, you will see a message that the user account was deleted.

11.2. Print Cards

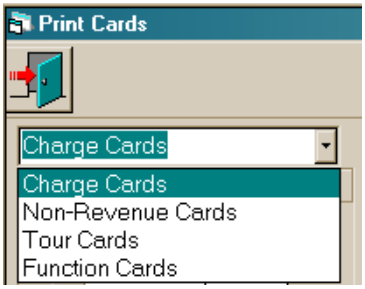
*** The user must make sure to finish printing process before shutting down the Card Control application. If the user does not, it could produce errors preventing the user from being able to print the card. ***

From the main menu choose the 'Utilities' option.
Choose the 'Print Cards' option from the sub-menu.
The Print screen will display.

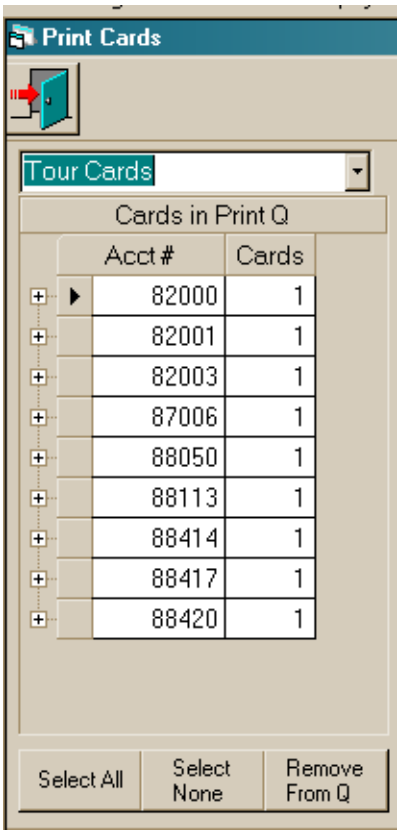


11.2.1. Select Card Type to Print

Click the down arrow on the card type entry field to display the drop down menu.

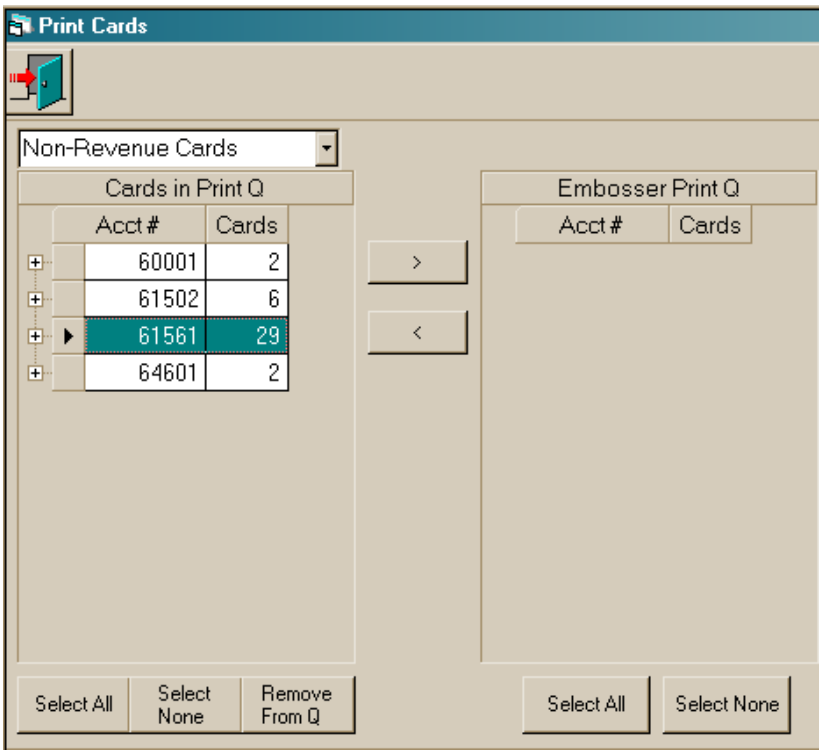


Select a card type to see which cards of that type are marked for printing.

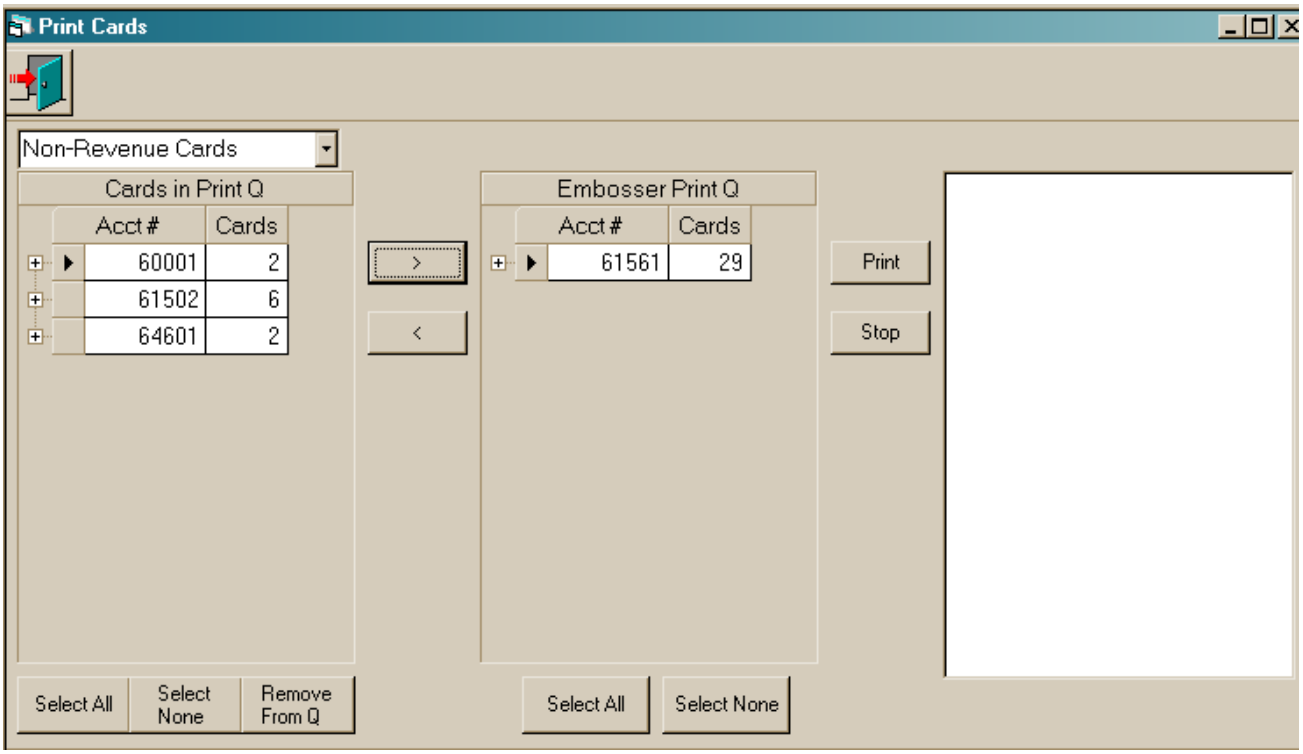


11.2.2. Select by Account

To move an account to the Embosser Print Q click on the box to the left of the account.



Click on the right arrow.

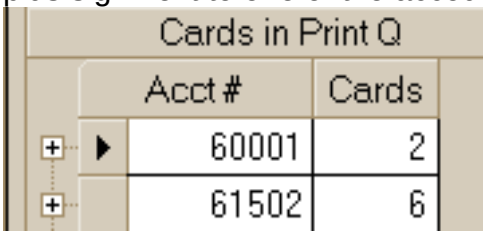


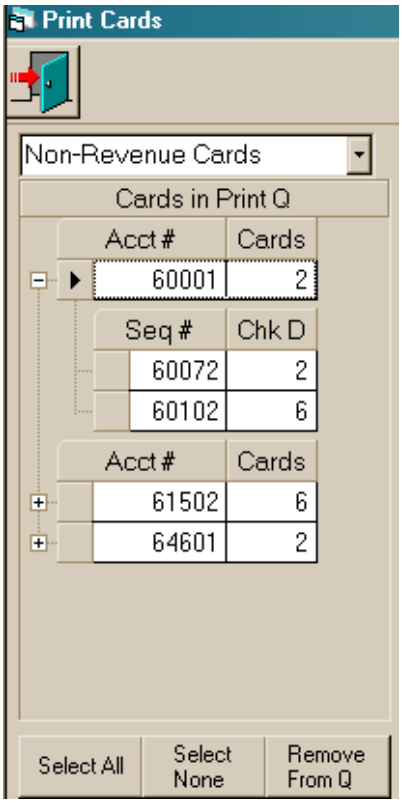
The account you chose and all it's cards will then be shown in the 'Embosser Print Q'.

To cancel your selection and send it back to the 'Cards in Print Q' list, click on the left arrow.

11.2.3. Select by Card

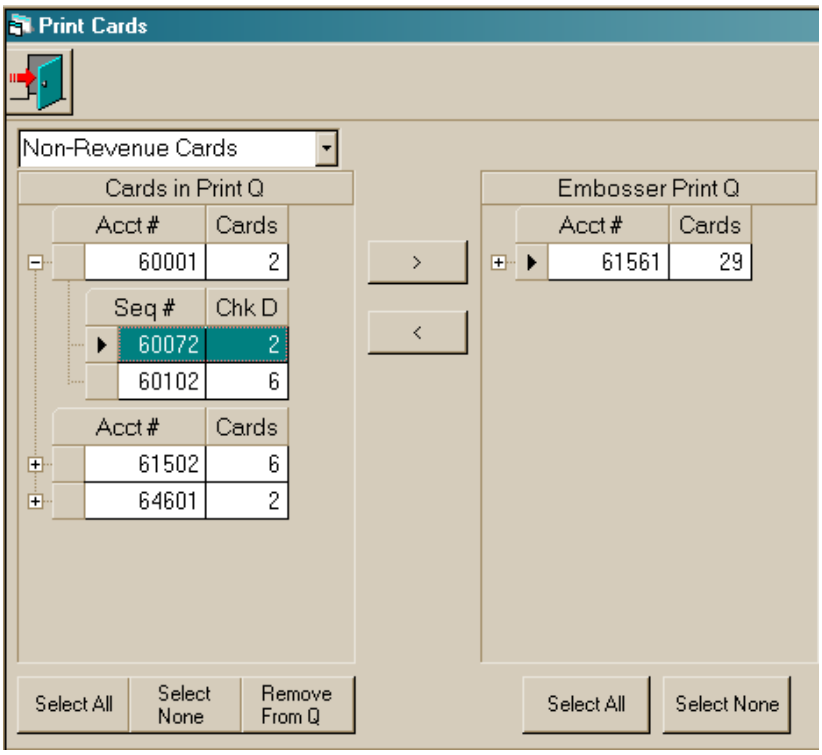
To choose by card and not choose all the cards within a particular account, click on the plus sign next to one of the accounts shown in the 'Cards in Print Q' list.



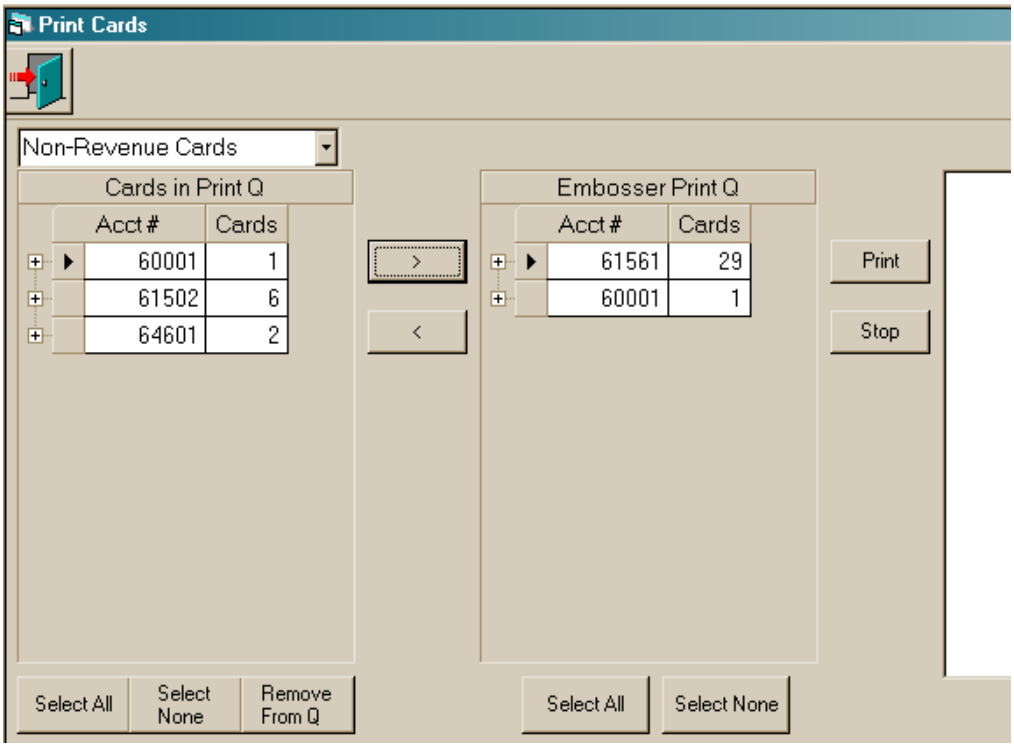


In this example, after the plus sign next to account 60001 was clicked it became a minus sign and the two cards in the 'Cards in Print Q' for that account are displayed by sequence and check digit numbers.

You may then click on the box to the left of one of these numbers and this will select that card.



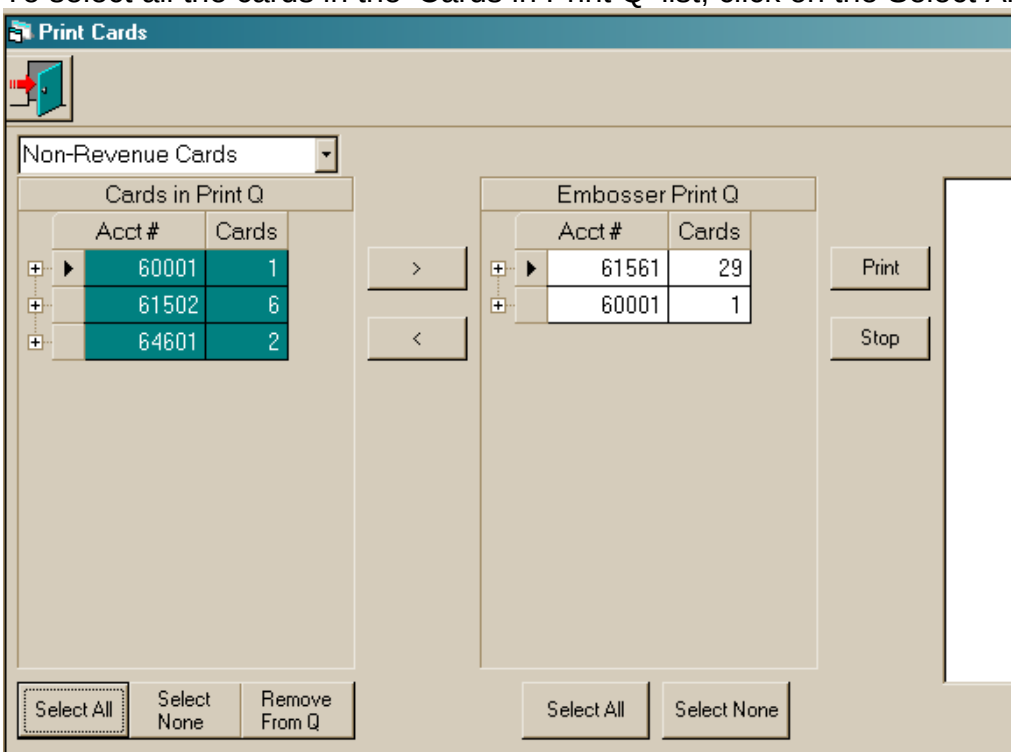
To move that card over to the 'Embosser Print Q', select the right arrow.



You will see that the account 60001 now shows in the 'Embosser Print Q' with one card and the account still shows in the 'Cards in Print Q' with one card because one card in that account still has yet to be selected.

11.2.4. Select All Accounts and Cards

To select all the cards in the 'Cards in Print Q' list, click on the Select All button.

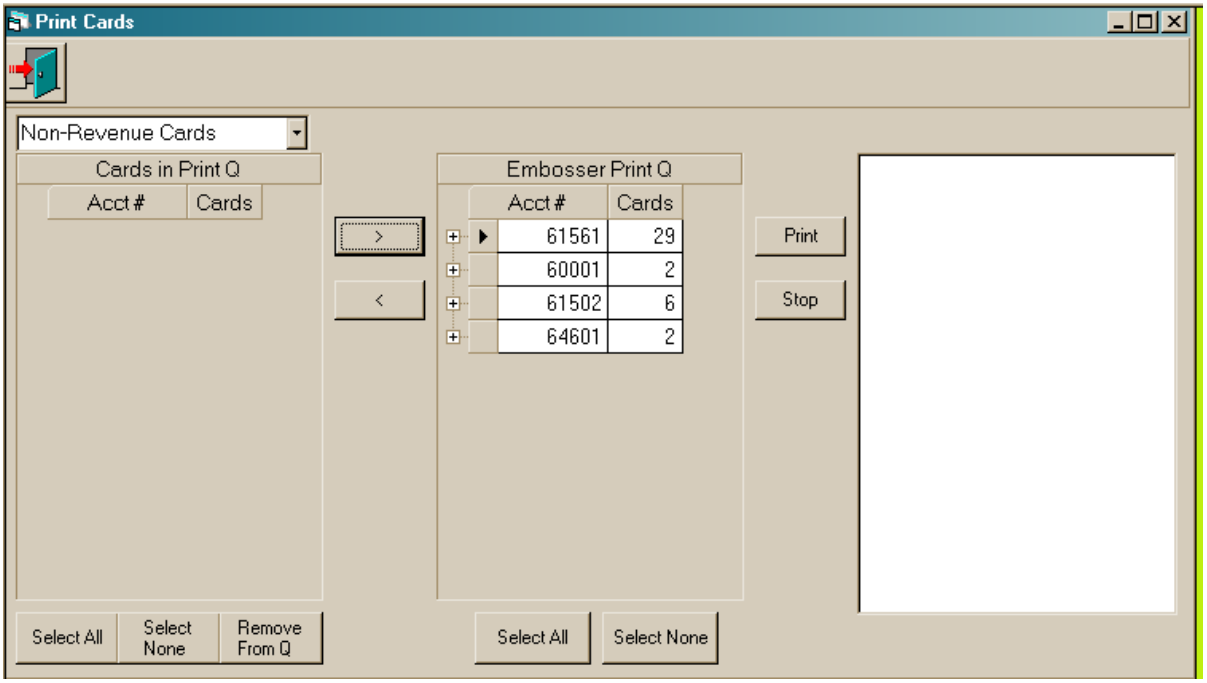


All the cards in the 'Cards in Print Q' list will highlight.

11.2.5. Add to Embosser Print Q

Then to move the cards to the 'Embosser Print Q' click the right arrow.

You will see that all the accounts/cards for that card type have been moved to the 'Embosser Print Q'.



11.2.6. Remove from Embosser Print Q

If you change your mind, you may remove the cards from the 'Embosser Print Q' similar to the way they were added.

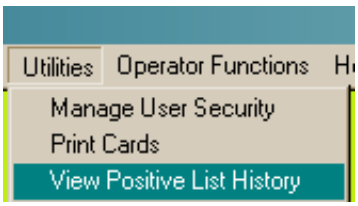
11.2.7. Remove from Cards in Print Q List (Remove from Q)

Select the 'Remove from Q' button.

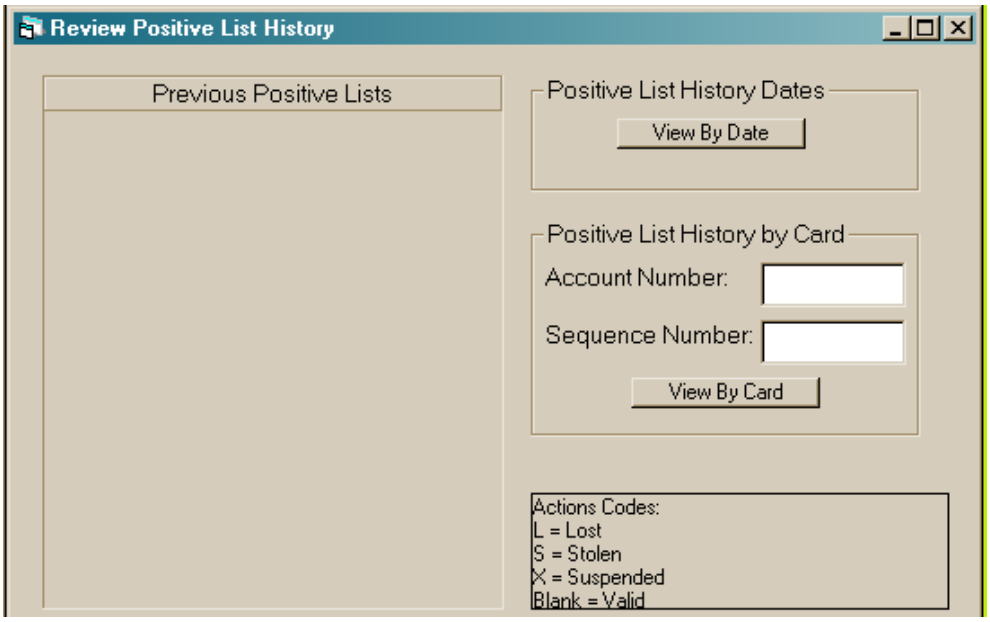
11.3. View Positive List History

This utility is for the purpose of researching which positive list (by date) a card was on, or to see a list of positive lists available for searching.

From the main menu choose the 'Utilities' option.
Choose the 'View Positive List History' option from the sub-menu.
The Print screen will display.

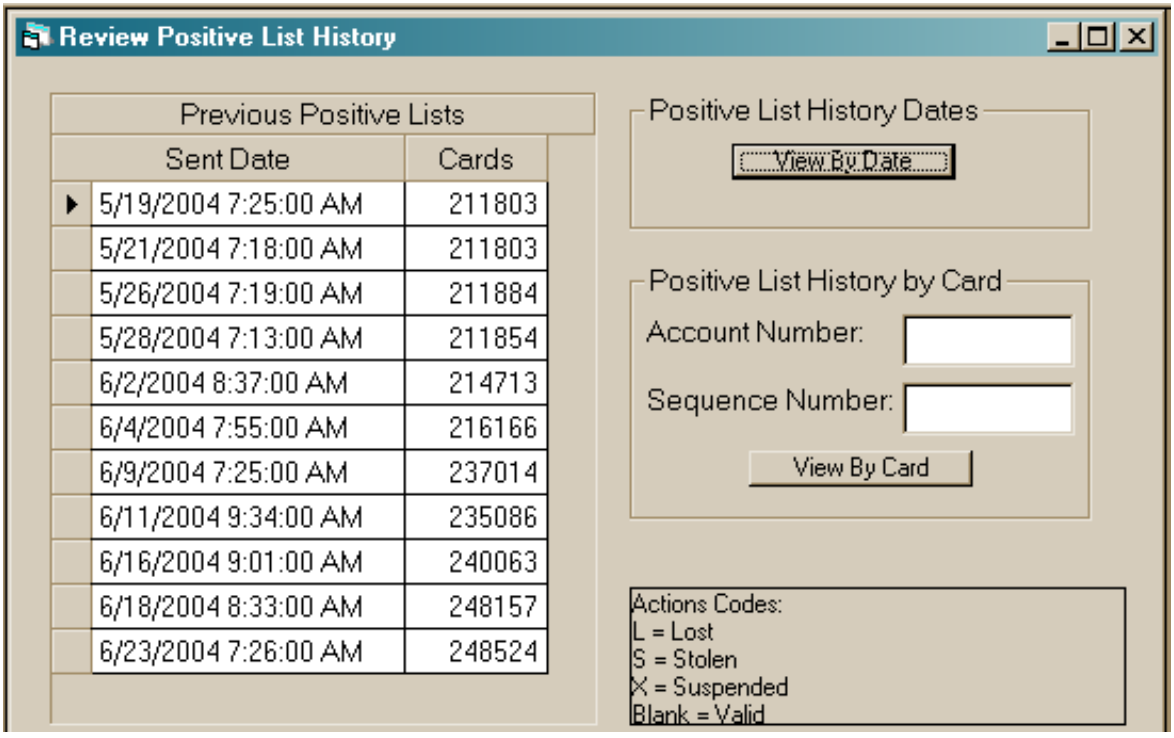


The 'Review Positive List History' screen will display.



11.3.1. View by Date

Click the View by Date button to see a list of the Positive Lists available for viewing/ searching through.



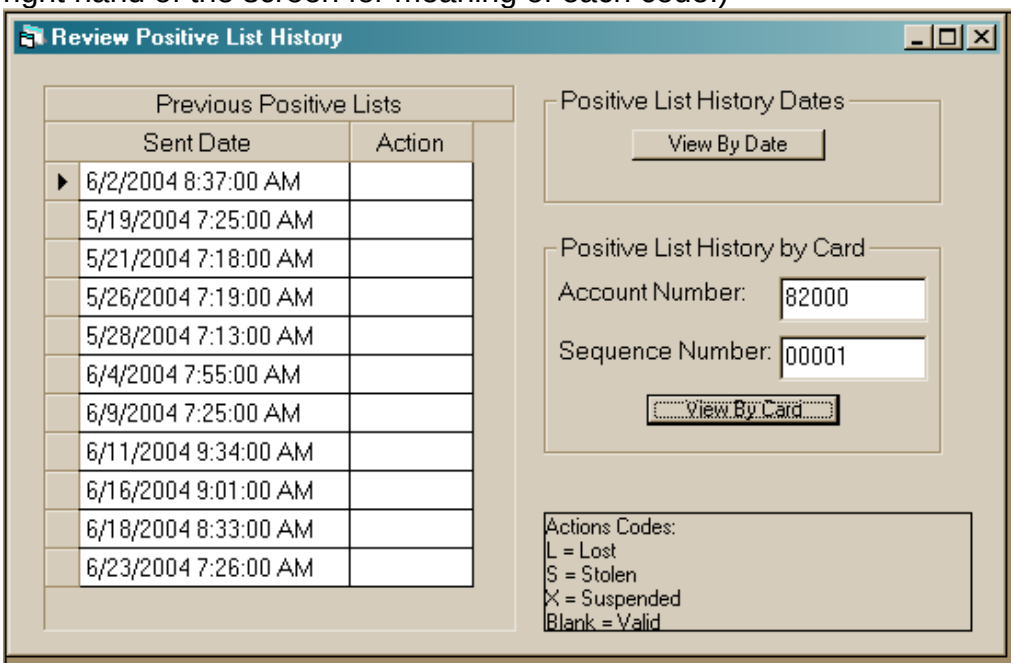
In this example there are eleven positive lists available for viewing. These Positive Lists are identified by their 'Sent Date', and the number of cards on the lists.

11.3.2. View by Card

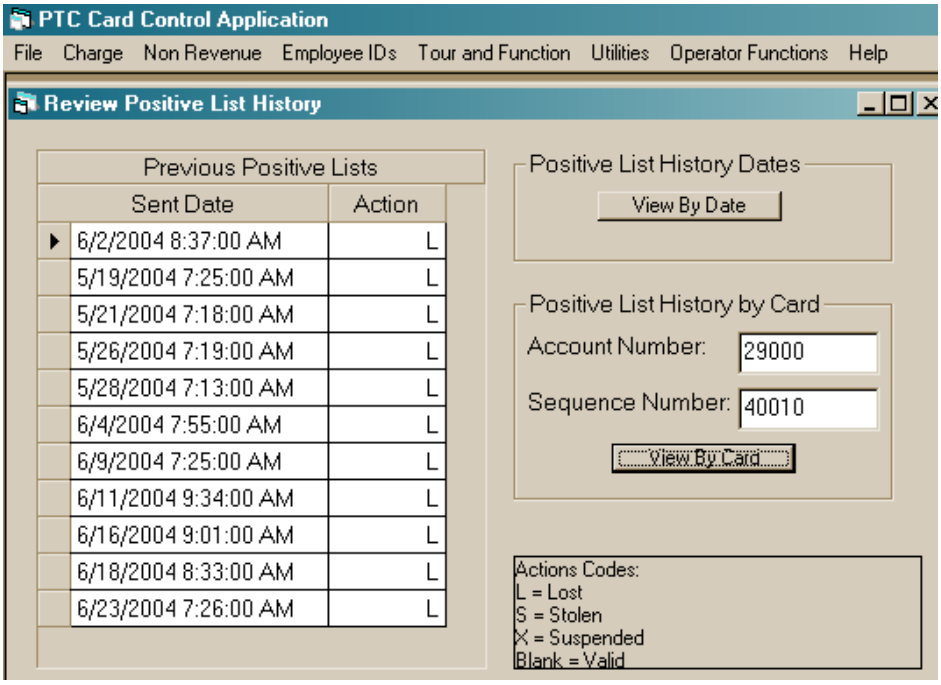
Enter a card account number, and sequence number then click the 'View by Card' button. This should display the Positive Lists in which the card is included.

11.3.2.1. Card Found in Positive List

The action codes assigned to that card on each positive list is displayed next to each positive list send date. (See the Action Codes index box in the lower right hand of the screen for meaning of each code.)



In the example on the last page the card was marked as valid on each of the positive lists.

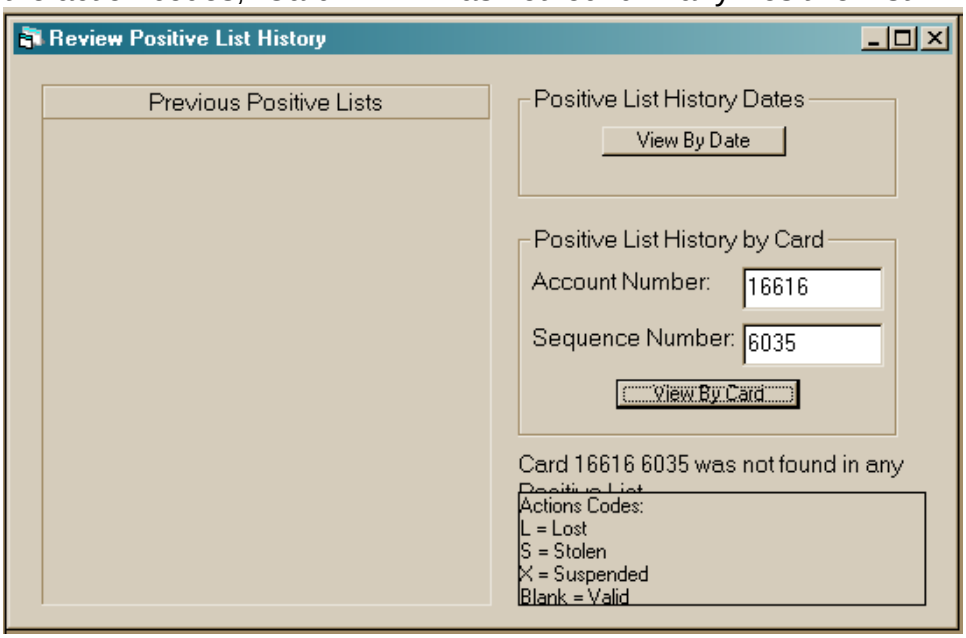


In the example above, the card was marked as lost on all the positive lists displayed.

Note: You may see the status change between positive lists.

11.3.2.2. Card Not Found in any Positive List

If the card you are searching for is not found, a message will display above the action codes, "Card" …… "was not found in any Positive List".



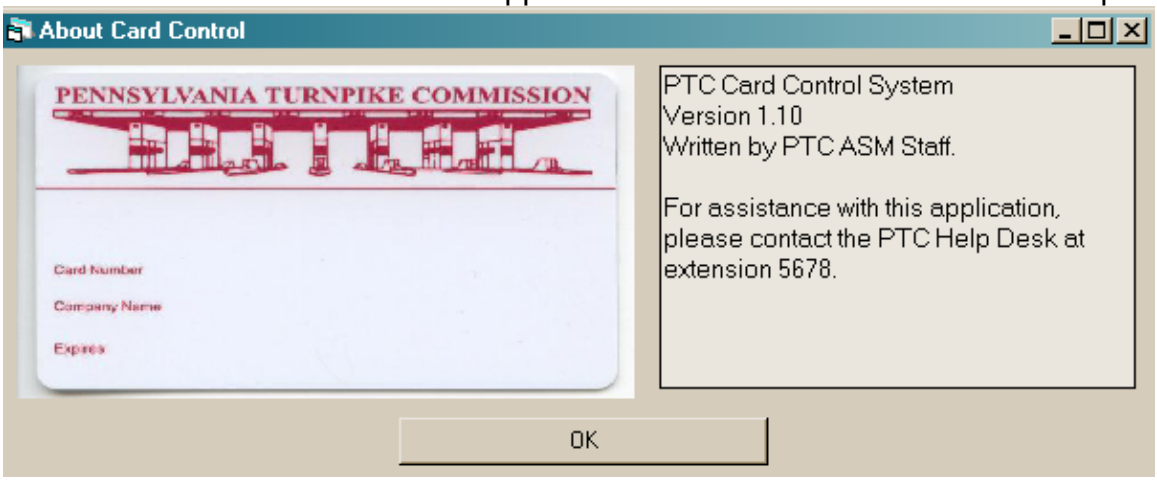
12. Help

12.1. View User's Manual

From the drop down manual choose Help from the main menu and then 'View User's Manual'. This will open a copy of this manual in .pdf format. You will then be able to print a copy of this document by choosing the Print option.

12.2. About

By choosing 'Help' from the menu and then 'About', the following screen will display. It will contain the version number of the application as well as the number to the help desk.

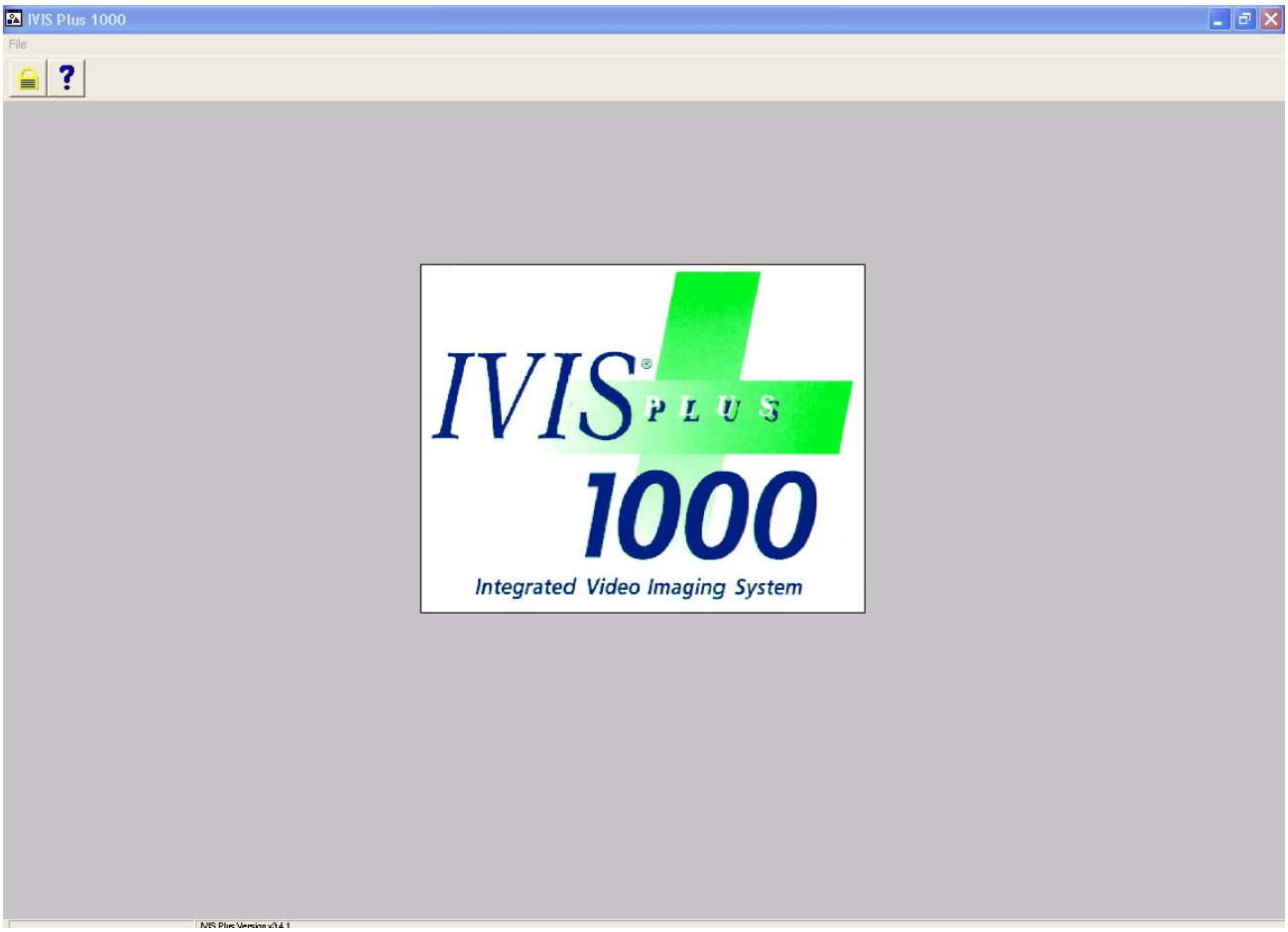


13. IVIS

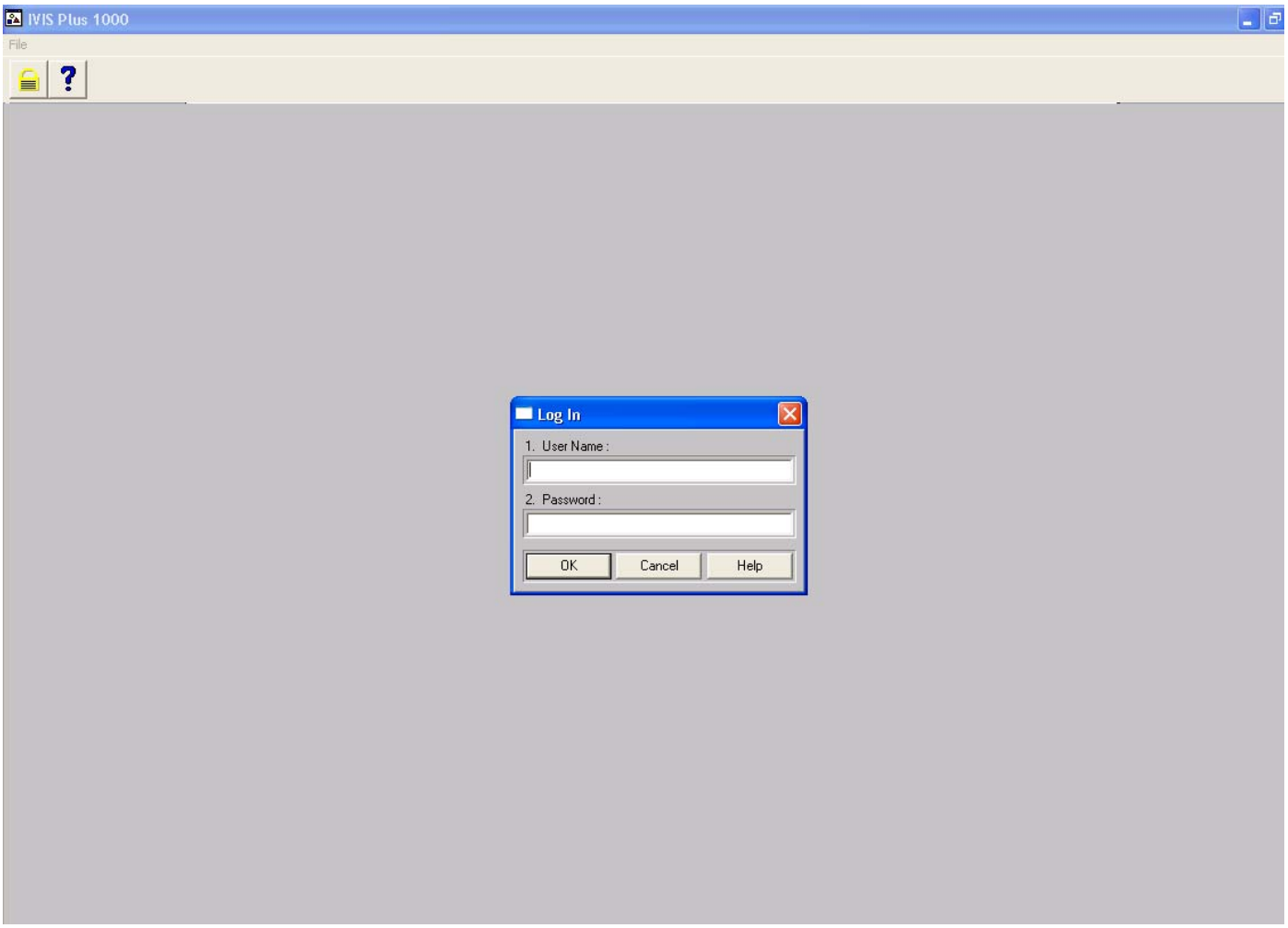
This application is used to manage and print EmployeeID badges. Currently the IVIS application only resides on one of the two PCs in the card control center.

13.1. Open IVIS 1000 Application

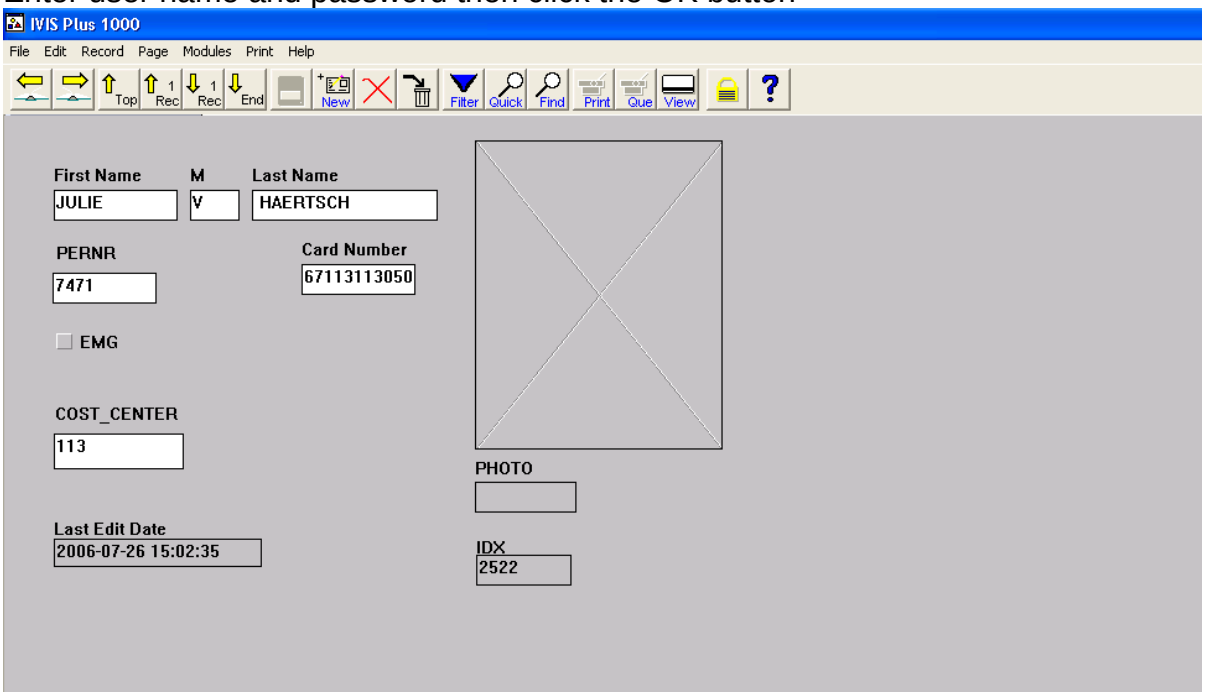
Double click the IVIS 1000 icon.



This splash screen will open.
Click on the yellow icon on the tool bar.
You will then be prompted to enter a user name and password.



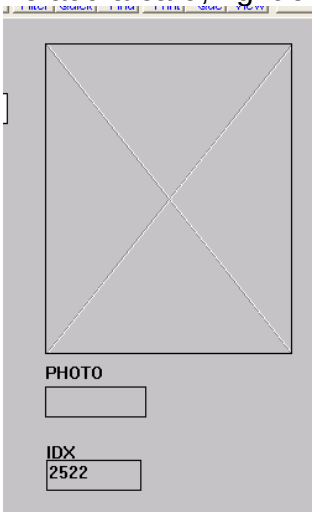
Enter user name and password then click the OK button



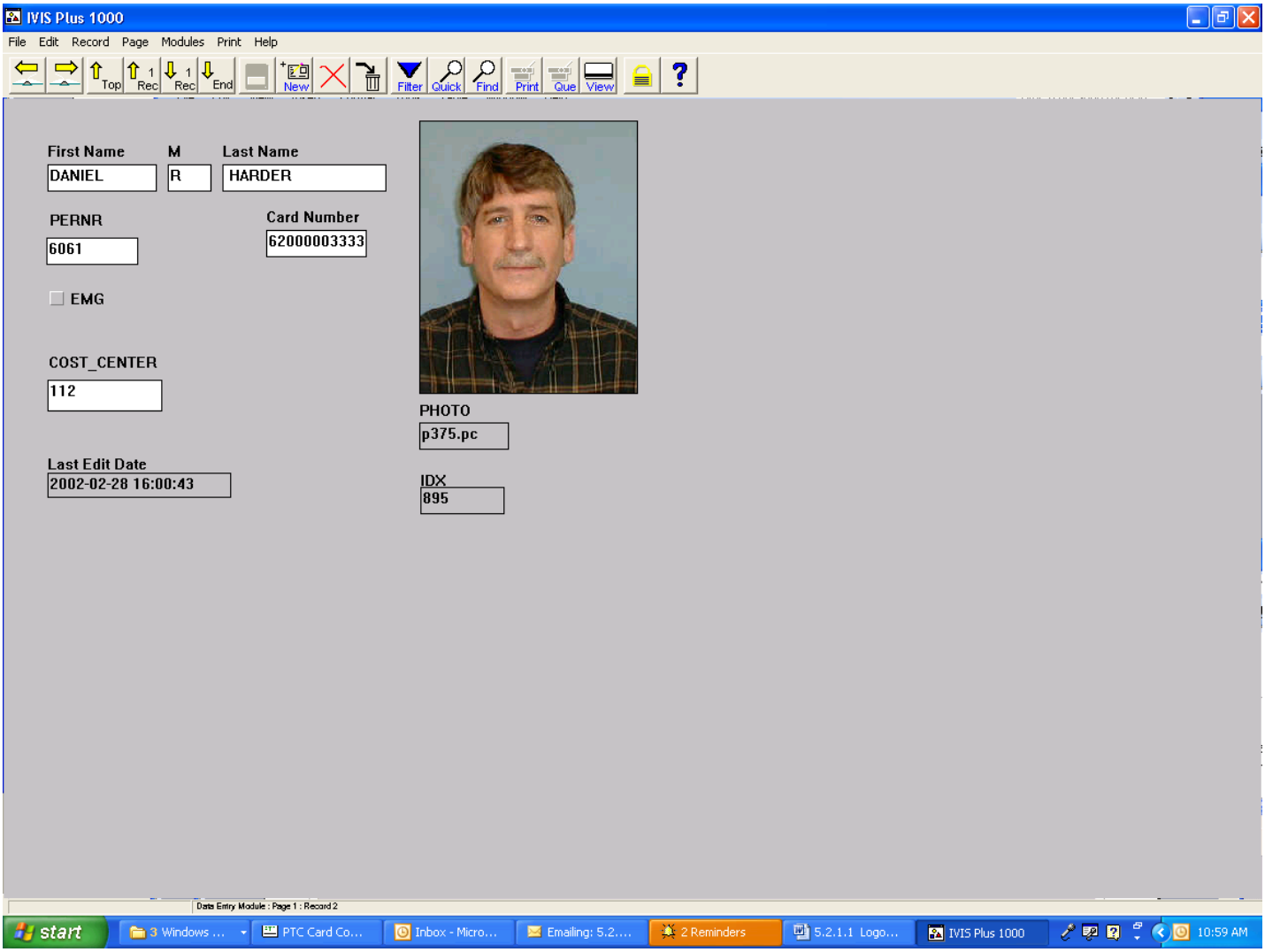
The first record in the database will be displayed.

13.2. Add BadgeID (EmployeeID) Card

To add a new badgeid/employeeid card, click the new button.
Enter first name, middle initial, last name, Pernr, card number (found in the Card Control system), cost center and if this is an emergency card click the EMG button.
To add a card, right click the large grey photo area box (located above the Photo field).



Select the image to use, crop the image and click the save button.
To navigate records.


IVIS Plus 1000
File Edit Record Page Modules Print Help
Top 1 Rec 1 Rec End New Filter Quick Find Print Que View
First Name
DANIEL
M
R
Last Name
HARDER
PERNR
6061
Card Number
62000003333
EMG
COST_CENTER
112
Last Edit Date
2002-02-28 16:00:43
PHOTO
p375.pc
IDX
895
Data Entry Module : Page 1 : Record 2
start
3 Windows ...
PTC Card Co...
Inbox - Micro...
Emailing: 5.2....
2 Reminders
5.2.1.1 Logo...
IVIS Plus 1000
10:59 AM